

POSITION TITLE: Athletic Training Aide

WORK AREA: Regional Sports Center and Outdoor Game and Practice Fields

AREA HOURS: 15-20

**JOB RESPONSIBILITIES, DUTIES:**

Students will assist in practice and event set up, checking student athletes in for treatment, and clean up. Specific tasks include:

- Restock supplies (medical kits and Athletic Training Room)
- Preparing water for practice and events (water bottles and coolers)
- Set up for practice and events
- Clean up after practice and events
- Ensuring that student athletes have signed in for treatment
- Fill/clean whirlpool
- Laundry
- Clean and organize rehab equipment and treatment area

**PERFORMANCE EXPECTATIONS/CONDUCT:**

Student workers are expected to:

- Be punctual and reliable for all scheduled shifts.
- Record all work hours daily in eTime via e-Services: <https://www.rctc.edu/eservices/>
- Adhere to RCTC's values and mission, maintaining professionalism in all communication.
- Demonstrate a welcoming, helpful, and attentive attitude in all interactions.
- Exhibit dependability, motivation, organization, assertiveness, courtesy, and responsibility.
- Maintain a clean and organized work environment.
- Take the initiative and stay aware of the needs of staff and visitors.
- Limit use of personal devices during work hours; avoid personal calls, texting, or using social media.
- Refrain from inviting friends or visitors during your scheduled shift.
- Dress appropriately for a professional office setting.
- Notify your supervisor or lead worker in advance of any schedule changes.

**Additional Notes:**

- Payroll forms must be submitted before access to eTime is granted.
- Students are entitled to a 15-minute paid break for every four consecutive hours worked.

**NUMBER OF STUDENT'S NEEDED:**

(Assume 10-15 hours per student.)

2 Academic Year

0 Summer (June-August)

**TYPICAL WORK HOURS:**

(Check all that apply)

X Daytime   X Evening   X Weekends

#### PERFORMANCE REVIEW:

Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee's performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

#### TO INTERVIEW FOR THIS POSITION, CONTACT:

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