

STUDENT POSITION DESCRIPTION

POSITION TITLE: **Athletic Event Staff**

WORK AREA: **Athletics**

AREA HOURS: **10 - 20 week; could be supplemented with other work**

JOB RESPONSIBILITIES, DUTIES:

This position includes, but is not limited to, assisting with ticket sales, game management, and operating the game clock for all home sporting events throughout the school year. Sports covered include volleyball, soccer, football, basketball, wrestling, and softball dome tournaments.

Availability Requirements:

Students must be available to work approximately:

- **Weekday games:** 4:30 PM – 10:00 PM
- **Saturdays (Fall and Winter sports):** 10:30 AM – 5:00 PM

PERFORMANCE EXPECTATIONS/CONDUCT:

Students must have the ability to work with computers and demonstrate the following qualities:

- Reliable and punctual
- Professional and responsible
- Proactive and able to take initiative
- Able to work independently with minimal supervision

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.)

8-10 Academic Year

Summer (June-August)

TYPICAL WORK HOURS:

(Check all that apply)

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:

Contact Person: Mike Lester
Location: SC 228
Phone: 507-285-7254
Email Address: mike.lester@rctc.edu