

## STUDENT POSITION DESCRIPTION

POSITION TITLE: Athletic Office Assistant Mornings

WORK AREA: Athletics

AREA HOURS: 9am – 12pm

### JOB RESPONSIBILITIES, DUTIES:

Must have the ability to work independently and take initiative with minimal supervision.

Responsibilities include, but are not limited to:

- Typing, filing, and general office tasks
- Running errands as needed
- Updating athletic department website content
- Entering statistics for various athletic programs
- Responding to inquiries and providing general information
- Conducting campus tours for prospective student-athletes
- Assisting with athletic events throughout the academic year

### PERFORMANCE EXPECTATIONS/CONDUCT:

Student must have the ability to work with computers, be reliable, prompt, professional, responsible, proactive. Must be able to work on their own without 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.)

1 Academic Year Summer (June-August)

### TYPICAL WORK HOURS:

(Check all that apply)

☒ Daytime ☐ Evening ☐ 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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