

JOB TITLE: Women's Basketball Team Manager

WORK AREA: Athletics

AREA HOURS: 20 hours per week

Job Responsibilities & Duties:

- Set up and put away equipment before and after each practice.
- Oversee videotaping of away games.
- Assist coaches during practices.
- Help with recording and managing statistics.

Performance Expectations & Conduct:

- Ability to work with computers.
- Reliable, prompt, professional, responsible, and proactive.
- Able to work independently without supervision.

Additional information:

- Turn in Payroll forms to be granted access to eTime via e-Services under Student Employment
- All hours must be recorded on eTime the day they are worked: <https://www.rctc.edu/eservices/>
- Students cannot be paid for attending or participating in athletic events as athletes.

NUMBER OF STUDENT'S NEEDED:
(Assume 10-15 hours per student.)

3-4 Academic Year

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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