

JOB TITLE: Open Gym Attendant

WORK AREA: Sports Center-Fieldhouse

AREA HOURS: 5-15 Hours Per Week

JOB RESPONSIBILITIES and DUTIES:

RCTC Athletics is seeking Open Gym Attendants to support day-to-day operations. Responsibilities include:

- Assist with organizing equipment before and after opening gym
- Monitor open gym areas and ensure adherence to rules
- Assist with laundry and other duties assigned by the Athletic Equipment Manager.

PERFORMANCE EXPECTATIONS and CONDUCT:

Student workers are expected to:

- Arrive on time and consistently attend scheduled shifts
- Record work hours promptly in eTime after each shift
- Communicate professionally and respectfully with coaches, staff, and students
- Maintain a helpful, approachable attitude and uphold RCTC's values and mission
- Demonstrate dependability, initiative, and attention to detail in all assigned tasks

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/>

NUMBER OF STUDENT'S NEEDED:

(Assume 5-15 hours per student.)

Academic Year 1-2 workers

Fall (August-January)

TYPICAL WORK HOURS:

X Weekdays 9:45am-2:15pm

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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