



## STUDENT JOB DESCRIPTION

JOB TITLE: Football Manager Student Employee

WORK AREA: Sports Complex

AREA HOURS Sports Center/Complex

### JOB RESPONSIBILITIES, DUTIES:

- Assist in organizing and conducting team procedures.
- Provide support during games, including setup, equipment management, and sideline assistance. (HOME GAMES)
- Help maintain and inventory football equipment and uniforms.
- Monitor and ensure the safety of players during workouts.
- Assist with administrative tasks such as scheduling, record-keeping, and communication with players.
- Support the coaching staff in scouting, game planning, and reviewing game footage.
- Foster a positive and inclusive team environment by encouraging sportsmanship and teamwork.

### PERFORMANCE EXPECTATIONS/CONDUCT:

- Must be enrolled in a work-study program and meet eligibility requirements.
- Interest in football, coaching, or sports management is preferred.
- Strong organizational and communication skills.
- Ability to work collaboratively with coaches, players, and staff.
- Punctual, reliable, and able to maintain confidentiality when handling team matters.

### 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/>
- You are entitled to a 15-minute break for every four consecutive hours worked.
- Students cannot be paid for attending or participating in athletic events as athletes.
- Students are not paid for travel time to/from competitions

### NUMBER OF STUDENT'S NEEDED:

(Assume 10-15 hours per student.)

Academic Year 1-2

Summer (June-August)

TYPICAL WORK HOURS:    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:

Contact Person:        Coach Embry

Location: Athletic Complex

Phone: 507-398-1955

Email Address: [richard.embry@minnesotanorth.edu](mailto:richard.embry@minnesotanorth.edu)

Proxy Access Granted To: Dustin Beard



**WWW.RCTC.EDU**

851 30th Avenue SE | Rochester MN 55904 | 507-285-7557

A member of the Minnesota State system and an affirmative action/equal opportunity college.  
RCTC empowers students to thrive in an ever-changing, diverse society by providing access to exceptional education.