

JOB TITLE: Wrestling Office Assistant

WORK AREA: Sports Center 112

AREA HOURS: 15-20/week

JOB RESPONSIBILITIES, DUTIES:

- Clean wrestling mats before and after each practice.
- Assist with tournament set-up and tear-down.
- Record video and track statistics for all home and away wrestling matches and tournaments.
- Perform various clerical tasks in the office as assigned.
- Wash practice and competition clothing as needed.

PERFORMANCE EXPECTATIONS/CONDUCT:

Seeking hard working individuals with extensive knowledge of wrestling.

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.

Will this position require any driving of RCTCs State owned vehicles or a personal vehicle?

X Yes ☐ No

If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.

NUMBER OF STUDENT'S NEEDED:

(Assume 10-15 hours per student.)

4 Academic Year

1 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:

Contact Person: Andrew Hackenmueller
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