

POSITION TITLE: Athletic Equipment Manager Assistant

WORK AREA: Sports Center

AREA HOURS: 20

JOB RESPONSIBILITIES, DUTIES:

- Organize and prepare equipment before practices
- Set up and put away equipment after practices and events
- Assist with athletic events as needed
- Perform light office tasks
- Handle laundry for various sports teams
- Complete other duties as assigned by the Athletic Equipment Manager

PERFORMANCE EXPECTATIONS/CONDUCT:

- Punctual and dependable
- Demonstrates a positive and professional attitude when carrying out assigned duties
- Well-mannered and respectful in all interactions
- Follows directions and represents the athletic department appropriately

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.)

2-4 Academic Year

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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