Beloit College
Student Employment Job Description

Position Title: Athletics Game Day Event Crew
Hourly Rate: $7.25

Department: Athletics
Supervisor: Specific Sport Coach

Work Location: Varied
Account Number: 01-56550-00000-00000-xxxxx

Do multiple individuals hold this position at one time? ☒ Yes ☐ No

Number of positions available: 20 - 30

Work Schedule
A student in this position can expect to work 2 - 3 hours per day, 5 - 6 hours per week.
The student will work ☐ Monday thru Friday ☐ Saturday ☐ Sunday ☒ any day of the week.
Hours are available during the following times of the day: varies, usually afternoons and evenings.

Department/Position Overview
Games Management personnel assist with game day operations. Duties are varied and dependant on the sport. Work can involve some heavy lifting. May be asked to work outside in the elements on game day.

Description of Duties and Tasks
☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
☒ Conform to an established work schedule; reliably work set hours as assigned
☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
☐ Maintain the confidentiality of departmental/employee/student information
☐ Run errands on and/or off campus, including campus mail pick-up and delivery
☐ Perform light cleaning, departmental organization, and upkeep as required
☐ Work efficiently and accurately without immediate supervision
☒ Perform various tasks as directed by the supervisor to accommodate seamless game day operations

Required Training and Skills
☒ Ability to communicate in a concise and effective manner, both verbally and in writing
☐ Detail oriented with strong organizational skills
☐ Familiarity with specific computer software, listed here:
☐ Familiarity with specific equipment, listed here:
☐ Completion of coursework or training, prior experience, and/or specific certifications, listed here: