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

Number of positions available: 12

Work Schedule

A student in this position can expect to work 2 - 3 hours per day, 10 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: Varied, usually afternoons and evenings. Weekends required.

Department/Position Overview

Sports Team Managers perform a wide variety of tasks in support of the various sports teams. S/he will be directly supervised by the head coach of the sports team and be accountable to him/her. Specific duties can be found by meeting with the coach directly.

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 duties as assigned by the head coach
**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: **Microsoft Word and Excel**
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: