
JOB TITLE:	Student Worker in P.E./Athletics	FLSA: Non-Exempt
DEPARTMENT:	P.E. / Athletics	STATUS: Part-Time
LOCATION:	Main Campus - Union	LEVEL: Student Worker
REPORTS TO:	Athletic Director/ Fitness Center	DATE: 09/07/2018

SUMMARY: The student worker will complete daily cleaning in the fitness center and work in athletics for athletic event management tasks.

ESSENTIAL TASKS: *Employee must be able to perform the following functions to the satisfaction of the employee's supervisor.*

Percentage of Time Frequency Description:

1. Assist with daily cleaning of the fitness center for one hour per day.
2. Line soccer field, clean soccer storage area and check nets on weekly basis in fall semester
3. Operate scoreboard at all home softball games in the spring semester.
4. Assist with scheduled home volleyball games/tournaments event management in fall semester.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must have a 2.5 or better cumulative GPA.
2. Must be in good standing with the College at the time of selection and throughout the duration of employment with ECC.
3. Must be upbeat, motivated, and able to work as a team and possess good customer services skills.

QUALIFICATION REQUIREMENTS: *Must be a student enrolled in at least 6 hours per semester; Must have a completed FAFSA form for the current academic year.*

COMMUNICATION SKILLS: Ability to communicate clearly and concisely, both orally and in writing; ability to communicate effectively in a tactful and courteous manner with a variety of people, including students, employees, faculty, and the general public; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.

OTHER KNOWLEDGE, SKILLS AND ABILITIES: Ability to accurately apply common sense understanding to carry out instructions furnished in written, oral, and diagram form; ability to perform all essential functions using safe work methods and following safety regulations relating to job.

KNOWLEDGE, SKILLS AND ABILITIES:

- **College:** Ability to perform all essential functions using safe work methods and following safety regulations relating to job; knowledge of the Family Educational Rights and Privacy Act (FERPA); knowledge of college policies, procedures, and practices;

- **Departmental:** Knowledge of department policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations; ability to read and interpret departmental documents.

EQUIPMENT AND SOFTWARE: Worker will be trained to operate scoreboard equipment, paint liner, vacuum and safety around fitness equipment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Environment: Work is performed primarily in the fitness center and athletic fields.

Physical: Primary functions require sufficient physical ability and mobility to work in an fitness center/ athletic setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight.

Vision: See in the normal visual range with or without correction.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential tasks of this job. The employee is regularly required to use hands for fine manipulation using scoreboard operation panel. The employee is occasionally required to sit while operating scoreboard and stand while vacuuming and lining fields. The employee must frequently lift and/or move up to 00 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment described here is representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors and outdoors. The employee must be able to meet regularly scheduled work times and scheduled games. The noise level in the work environment is usually moderate with music played at high level during games.

ADDITIONAL REQUIREMENTS: None

POSITIONS SUPERVISED: None

DISCLAIMER: *student worker and supervisor will agree upon a work schedule that does not conflict with the student's class schedule. If there are times the student is working when they would normally have class, there should be documentation on file to explain (perhaps class was cancelled). Students NEVER work in an unsupervised environment. This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*