
JOB TITLE:	Operations Manager - Student Worker	FLSA: Non-Exempt
DEPARTMENT:	Athletics	STATUS: Part-Time
LOCATION:	Main Campus - Union	LEVEL: Student Worker
REPORTS TO:	Head Coach/Assistant Coach	DATE: 07/19/2023

SUMMARY: Responsible for assisting the Head and Assistant Coaches for each intercollegiate sport with the extra duty responsibility to support the day to day operations of the team. The individual will be able to successfully assist in the planning, promotion, and execution of a sporting event.

EDUCATION, EXPERIENCE, AND LICENSES/CERTIFICATIONS: No degree or certifications are required for this role. Experience in sports, photography, graphic design are a positive. Must be a student enrolled in at least 6 hours per semester; Must have a completed FAFSA form for the current academic year.

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

- Assist with organization of game days, training, and camp operations.
- Assist with organization of equipment and supplies.
- Assist with social media and content creation for promotion of the program.
- Assist with the organization of team travel and team meals.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Basic knowledge of the game is a plus. Individual will have strong organization skills, leadership skills, strong attention to detail, and ability to work in a fast-paced team environment. Understanding of and commitment to the community college philosophy and mission. A neat appearance and appropriate apparel are required.

COMMUNICATION SKILLS: Ability to communicate clearly and effectively both verbally and in writing. Ability to establish and maintain positive working relationships.

OTHER KNOWLEDGE, SKILLS AND ABILITIES: Ability to 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.

EQUIPMENT/SOFTWARE: Operate standard office equipment such as computers, copiers, and telephones. Ability to operate a DSLR camera, Photoshop, Social Media Platforms, and Video editing software is a plus.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: The conditions herein are representative of those that must be met by an individual to successfully perform the essential functions of the position.

ENVIRONMENT: Work is primarily performed in an office or outside on a soccer field. Temperatures can fluctuate from very warm to rain and cold.

PHYSICAL: While performing the duties of the position, the individual is expected to stand and walk; use hands to handle, or feel; reach with hands, arms, and ears to talk or hear. The individual is occasionally required to sit.

Work will require mobility within campus facilities and game locations. The employee will have the ability to lift up to 20 pounds.

POSITION SUPERVISED: None

SIGNATURE: The job description has been designed to indicate the general nature and level of the work performed by the individuals within this classification. It is not designed to contain or be interpreted as the comprehensive inventory of all duties, responsibilities, and qualifications of the individual.

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description at any time.

Signature and Date

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.*