



JOB DESCRIPTION: Sport Manager, Men's Basketball

Name of Position: Student Worker for Men's Basketball

Department: Athletics

Campus Location: Coach O'Brien's office, gym, lockerroom, laundry room

Supervisor: Matt O'Brien, Tim Miser, Rodney Marner

Length of Contract: Academic Year

Pay Rate: Minimum Wage

Job Purpose: Assist men's basketball staff with laundry and office duties.

Job Responsibilities:

- ✓ Clean Gatorade machine and make Gatorade
- ✓ Clean whiteboard
- ✓ Organize and clean closet near the gym
- ✓ Vacuum Locker room and coach OB's office
- ✓ Clean Coach O'B's whiteboard
- ✓ Organize Coaching Videos
- ✓ Locker Room Walkthrough
- ✓ Organize Closet in the Locker room (organize t-shirts, put away loose gear)
- ✓ Assist with updating frontrush
- ✓ Laundry

Qualifications:

- Basketball playing experience or manager experience
- Familiarity with the office equipment (list equipment you prefer them to have experience with).
- Good computer skills (list programs your department uses, for example Microsoft Word or Excel).
- Excellent communication skills and detail oriented.
- The ability to handle confidential matters and to be professional.
- Ability to work well with others.
- Willingness to tackle new projects.
- Ability to work between 10– 20 hours per week (indicate if evenings/weekends/holidays are required).
- Flexible schedule

Skill Development Areas:

Listening, Customer Service, Time Management, Multitasking, Communication, Intercultural proficiency, Student Learning.

Evaluation: Students will be evaluated by our staff confirming that all duties have been done.