



JOB DESCRIPTION: Men's Soccer Manager

Name of Position: Student Worker for Mens Soccer.

Department: Athletics

Campus Location: White P.E. or Jantz Stadium

Supervisor: Kyle Pond (Head Mens Coach)

Length of Contract: Weekly from the start of class in August to the end of class in May

Pay Rate: Minimum Wage

Job Purpose: To help maintain and inventory all equipment, also subject to generic email responsibilities for recruiting and team laundry responsibilities.

Job Responsibilities: List major duties and responsibilities – below is a list of sample responsibilities that your student worker may or may not be doing. Keep those that are applicable, change or delete those that are not.

- Inventory and manage all team equipment, including laundry.
- Greet office guests, answer questions and direct to the proper individual(s).
- Data entry into a Microsoft Excel spreadsheet; database, etc.
- Make suggestions on how to streamline a process or task that is manual.
- Other administrative duties or special projects as assigned.

Qualifications:

- Experience preferred (may be for Team Leader or Event Leader type of positions).
- If particular field of study is preferred, list it.
- 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 15 – 20 hours per week (indicate if evenings/weekends/holidays are required).
- Flexible schedule (if required).
- Travel to sites via your own transportation (if required).

Skill Development Areas:

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

Evaluation: Students will be evaluated on their ability to perform tasks in a timely manner as well as their successful completion of said tasks. Communication is a key component of this position and the employee's ability to effectively communicate availability along with consistency will also be evaluated throughout the year.