



JOB DESCRIPTION: Softball Manager

Name of Position: Student Worker for Softball

Department: Athletics

Campus Location: Duties will be performed in the Softball Office and field location

Supervisor: Amber Good

Length of Contract: Academic Year

Pay Rate: Minimum Wage

Job Purpose: The position requires the individual to assist the coaching staff and softball program in any items that need taken care of throughout the school year.

Job Responsibilities:

- Game day and practice laundry.
- Assist in fundraising and recruitment mailings.
- Data entry into a Microsoft Excel spreadsheet; database, etc.
- Care for and organize equipment.
- Other administrative duties or special projects as assigned.

*Field work

Qualifications:

- Experience preferred (may be for Team Leader or Event Leader type of positions).
- Good computer skills: Microsoft Word, Excel, FrontRush
- 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.

*Ability to lift heavy objects.

Skill Development Areas:

- Time management, multitasking, communication

Evaluation: Student workers will be evaluated on their quality of work, punctuality, quantity of work, and their ability to complete assigned task by set deadlines. Students workers will be evaluated mid-way through the semester and again at the semesters conclusion.