



JOB DESCRIPTION: Sports Medicine Office Aid

Name of Position: Student Worker - Sports Medicine Office Aid.

Department: Athletics

Campus Location: Stewart Field House – Athletic Training Room

Supervisor: Lock Schnelle, Head Athletic Trainer (620) 229-6070

Length of Contract: could be either the entire year or semester

Pay Rate: Minimum Wage

Job Purpose: The student or students will help in the athletic training room with the daily routine alongside the sports medicine staff.

Job Responsibilities:

- Assist with filing, running errands on campus, & making copies.
- Assist with daily upkeep of the athletic training room
- Possible data entry into Vivature
- Other administrative duties or special projects as assigned.

Qualifications:

- Athletic Training Students preferred.
- Familiarity with office equipment
- Good computer skills – word/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 - evenings/weekends/holidays could be a possibility

Skill Development Areas:

- Multitasking
- Thinking outside the box
- Communications

Evaluation: Students are evaluated annually.