



JOB DESCRIPTION INSTRUCTIONS

Name of Position: Student Worker for Volleyball

Department: Athletics

Campus Location: White P.E. 210, Gym, Volleyball Locker Room

Supervisor: Carolina Garbato

Length of Contract: Academic Year

Pay Rate: Minimum Wage

Job Purpose: To assist the head volleyball coach in the recruiting process and the managing of the team.

Job Responsibilities:

- Assist with answering telephones, faxing, filing correspondence, running errands on campus, stuffing envelopes and making copies.
- 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:

- Familiarity with the office equipment
- Good computer skills (Microsoft 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
- Flexible schedule.
- Travel to sites via your own transportation (if required).

Skill Development Areas:

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

Evaluation: The student will be evaluated at the end of the semester by the head volleyball coach, by using the student worker evaluation form.