



JOB DESCRIPTION: Women's Basketball Manager

Name of Position: Student Worker for Women's Basketball

Department: Athletics/Women's Basketball

Campus Location: Southwestern College, main campus. Stewart Fieldhouse.

Supervisor: Whitney Corley

Length of Contract: Academic Year 2016-17

Pay Rate: Minimum Wage

Job Purpose: Complete various day-to-day tasks for the organization and execution of a successful women's basketball program. Tasks will build core values such as responsibility, accountability, and time-management.

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.
- Launder practice gear, game uniforms, and other garments needed for practice and games.
- Operate gymnasium equipment such as the scoreboard, lights, basketball-specific equipment, and anything else needed for practice and games.
- Other administrative duties or special projects as assigned.

Qualifications:

- Experience preferred (upperclassmen)
- Familiarity with the office and facility equipment such as washing and drying machines, scoreboard, light power boxes
- Good computer skills to use Microsoft Word, Excel, Publisher; program database software FrontRush; film software Synergy
- Excellent communication skills and detail oriented.
- Ability to work well with others.
- Willingness to tackle new projects.
- Ability to work between 15 – 20 hours per week including evenings, weekends, and some holidays
- Flexible schedule

Skill Development Areas:

- Time Management
- Multitasking
- Communication
- Listening
- Organization/Details



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Evaluation:

First semester and second semester evaluation according to task completion and demonstration of skill development.