



JOB DESCRIPTION: Football Office Assistant

Name of Position: Football Office Assistant

Department: Athletics (Football)

Campus Location: Stewart Fieldhouse, Football Locker Room.

Supervisor: Corey Gray

Length of Contract: Academic Year

Pay Rate: Minimum Wage

Job Purpose: Provide organization and sanitation to football athletic facilities to insure proper function for football program personnel.

Job Responsibilities:

- Provide cleanliness to practice and game-used apparel.
- Organize locker room in accordance with supervisor guidelines
- Sweep, vacuum, and sanitize portions of the football complex (Offices, locker room, equipment room, hallways)

Qualifications:

- Ability to work well with others.
- Willingness to tackle new projects.
- Ability to work between 15 – 20 hours per week (evening/weekends)
- Flexible schedule (if required).

Skill Development Areas:

- Attention to Detail
- Punctuality
- Time management
- Communication

Evaluation: Student will be evaluated based on his/her attendance and productivity. Failure to be punctual and productive will result in a poor evaluation or possible termination of this position.