



ALVERNO COLLEGE
ESTABLISHED 1887

Non-Exempt Student Position Description

Position Title: Student Assistant I Date: Fall 2017
Department: Athletics Status: Student Employment

Primary Function: Students will help the Athletics department run smoothly, from day to day operations to events management. Duties may change, including but not limited to: Concessions, Admissions, Ball Shagger, Scoreboard Operator, Videographer, Scorer's Table, Office Assistant, or Mascot.

Principal Responsibilities

1. Responsibilities may change depending on the specific role you are placed in, but should demonstrate responsibility regarding work assignments and interactions with coworkers.
2. Reliability and punctuality at sporting events.
3. Be flexible, with the ability to multi-task.
4. Demonstrate knowledge, skills and maturity to provide good customer service.
5. Have proficient data entry skills and working knowledge of Microsoft Office.
6. Have basic math skills and the ability to give accurate change at events.
7. Physical ability to bend, lift, and run after balls.
8. Previous sports knowledge preferred. Must be willing to learn sport rules when necessary to perform the duties of that specific job.
9. Consistently use any of the Alverno eight abilities whenever applicable (communication, analysis, problem solving, valuing, social interaction, developing a global perspective, effective citizenship, and aesthetic engagement) to perform work.
10. Comply with safety procedures and maintain clean and orderly work areas.
11. Perform other tasks as necessary to support the mission of the College.

Qualifications

1. Must be a currently registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
2. Weekend and evening work will be necessary.

Additional requirements for all on-campus (student worker) jobs:

1. Undergraduates must be at a minimum of six credits to work during the academic year, graduate students must be at a minimum of three credits. Student workers do not need to be registered for summer school to work during the summer, but must be appropriately registered for fall (6 credits for undergrads, 3 credits for grads) in order to work in the summer
2. If you are at unsatisfactory academic progress for financial aid, you are ineligible to work on campus.

Working Conditions

Sporting environments, both indoors and outdoors, along with general office conditions.

Notes

- The supervisor will work with you to schedule responsibilities that you are comfortable performing, but there may be times when you will need to help out in a different area .
- Length of employment is based on job availability, funding and employee performance. Start and End Dates of position to be determined.
- Performance evaluations are determined by the department. Please contact the supervisor for more information.

Ready to apply? Click [HERE](#) to complete your application.

