

JOB TITLE: Baseball Student Administrative Assistant

WORK AREA: Sports Center – Fieldhouse/Bubble-Football Field

AREA HOURS: 15-20 Hours Per Week

**JOB RESPONSIBILITIES, DUTIES:**

RCTC Baseball needs an administrative assistant. This position requires strong organizational skills, basic computer experience, and knowledgeable of alphanumeric filing systems. Experience with social media, Excel, and digital marketing helpful but not a deal breaker.

This is a year-round position starting in August and running through the end of spring semester.

**PERFORMANCE EXPECTATIONS/CONDUCT:**

Student workers are expected to show up on time, be punctual, keep up with entering work hours in eTime after each shift.

The Student Administrative Assistant is expected to adhere to RCTC values and mission, communicate professionally, be approachable and attentive to student and staff needs and requests.

**NUMBER OF STUDENT'S NEEDED:**

(Assume 10-15 hours per student.)

Academic Year 1-2

Summer (June-August) If available

**TYPICAL WORK HOURS:**

Daytime    Evening    Weekends

**PERFORMANCE REVIEW:**

Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee's performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

**TO INTERVIEW FOR THIS POSITION, CONTACT:**

Contact Person: Clark Jones

Location: Sports Center – 2<sup>nd</sup> Floor

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