

JOB TITLE: Athletic Office Assistant Mornings

WORK AREA: Athletics

AREA HOURS: 9am – 12pm

**JOB RESPONSIBILITIES, DUTIES:**

Ability to work independent on own. Responsibilities will include but not limited to: typing, filing, running errands, website updates, stat input for various sport programs, answering various questions from inquires, give campus tours for athletic programs. May also work at athletic sporting events throughout the year.

**PERFORMANCE EXPECTATIONS/CONDUCT:**

**Student must have the ability to work with computers, be reliable, prompt, professional, responsible, proactive. Must be able to work on their own without supervision.**

Will this position require any driving of RCTCs State owned vehicles or a personal vehicle?

Yes  No

If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.

**NUMBER OF STUDENT'S NEEDED:**

(Assume 10-15 hours per student.)

1 Academic Year

Summer (June-August)

**TYPICAL WORK HOURS:**

(Check all that apply)

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: Mike Lester  
Location: SC 228  
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