

303 Homestead Avenue
Holyoke, MA 01040
413.538.7000

Financial Aid Office
P: 413.552.2150
F: 413.552.2192

Federal Work Study Job Description Form

Job Title: Student Athletics and Event Assistant
Department or Organization: HCC Athletics
Address (Off campus only):

Desired No. of Hires: 1

Supervisor: Thomas Stewart
Office: Bartley Center 203
Phone: 413-552-2162
Email: tstewart@hcc.edu

Designee: Mary Shelasky
Office: Bartley Center 204
Phone: 413-552-2161
Email: mshelasky@hcc.edu

General Job Description:

Position entails assisting with the set up and break down for varsity athletic contests and events; assisting with athletic award ceremonies; coordinating recreational events as necessary. Additional responsibilities include making deliveries across campus, and office work related to athletics including word processing (MS Word and Excel), filing, record keeping etc. Additional duties will be assigned.

Detailed List of Duties:

Must be available to attend most **home** athletic contests. Set up prior to contest/event; break down after contest/event. Prepare and provide ice and water to athletes. May be responsible for keeping score for various sports, run lines for soccer, chase foul balls for baseball, act as a linesperson for volleyball, etc. Also responsible for a variety of other tasks that may include making campus deliveries in all weather conditions, office work as it relates to athletics, and other related duties.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

Keeping accurate scoring records, supervising recreational activities.

Skills and/or previous experience desired:

Must be reliable and prompt. An unplanned absence affects the entire team. Sports knowledge helpful. Computer skills (MS Word and Excel) are beneficial. Must be able to work independently, lift up to 20 lbs, and quickly navigate on all terrain when chasing after balls.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Schedule is flexible and may change weekly based on number of athletic contests scheduled and student worker availability. Times range from 2 PM – 8pm Mon-Sat. Attendance at all home contests is not required, but weekly schedule must be confirmed with supervisor in advance. Work week is approx. 6-10 hours per week.

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Print Name of Supervisor

Title

August 24, 2017

Date

Please return completed form to skapinos@hcc.edu