



Job Position Description

Title: Student Assistant

Department: Intercollegiate Athletics

Date: 2023

REPORTS TO: Athletic Manager Coach for equipment, fields, and sports.

PURPOSE: Assist with the collegiate level Football, Volleyball, Cross Country, Men's Basketball, Women's Basketball, Indoor Track, Outdoor Track and Field, Bowling, Tennis, and Softball in the Conference of Division II The CIAA.

DUTIES & RESPONSIBILITIES:

- Assist with preparing the playing field before and after the game.
- Assist with maintaining uniforms by cleaning, collecting, reissuing practice and game uniforms home and away.
- Check and fix equipment before and after practice and games.
- Assist with opponents. Setting up the trainer's section for practice before and after games.
- Setting up the sound system and breaking it down after games and practice.
- Assist with referees.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Willingness to work in a diverse environment. Must have good interpersonal skills, responsible, punctual and willing to follow protocol and procedures.