

COLLEGE WORK-STUDY JOB DESCRIPTION

NAME OF DEPARTMENT: Athletics

PURPOSE OF JOB: To provide support to this department in any or all of the ways described in the duties and responsibilities listed below.

DUTIES AND RESPONSIBILITIES:

1. Keep gym and fitness center open and working smoothly during set hours.
2. Provide supervision of all gym and fitness center activities, provide equipment, enforce all rules, handle emergencies and monitor open gym times. Make sure all doors are locked, lights turned off, and control traffic flow from the gym at closing hours.
3. Sell tickets at the door for all home volleyball and basketball games, video tape and staff games and clean up the gym following all games. Staff soccer games.
4. Game day management duties as assigned, including: ticket sales, concessions, videotaping, scorekeeping, ball running.
5. Follow all NCU rules as stated in the Student Life Guide.
6. Be flexible with schedules of varsity athletic events.
7. Must attend monthly student staff meetings with supervisor and regularly communicate with other work study students and the supervisor.

OVERALL JOB QUALIFICATIONS:

This person **MUST** be prompt, dependable, and courteous at all times. This person also needs to be able to work early evenings and weekends. The person **MUST** be able to administrate set rules among peers. Flexibility is very important. Dedication and willingness to spend a great deal of time in the gym is required.