



## *Adrian College*

**Student Employer:** Adrian College - 110 S. Madison St. Adrian MI 49221

**Department:** Institute for Sports Medicine

**Supervisor:** Tina Claiborne - [tclaiborne@adrian.edu](mailto:tclaiborne@adrian.edu)

**Job Title:** **Student Worker:** Assistant to the Director of the Institute for Sports Medicine

**Location:** Merillat 212

**Purpose of Position:** To assist the Director with tasks.

**Beginning and End Date:** 2024-2025 Academic Year

### **Job Description:**

Sports medicine is an area of medical practice and allied health concerned with the prevention and treatment of injuries and illness that occur in the physically active. The goal of the Sports Medicine Institute is to expose students to the field of sports medicine through clinic-based activities, research, seminars and certification opportunities.

The institute is seeking a responsible and professional student employee to assist with all Institute initiatives.

Duties will include, but are not limited to:

- Staffing Institute front desk to answer telephone, and meet and greet Institute visitors
- Assist in the creation and maintenance of marketing materials including flyers/pamphlets, website and social media
- Assist with organizing various events for faculty, students and staff.
- Maintains calendar of events for supervisor including setting appointments and coordinating meetings
- Maintain records and files as directed
- Other duties as assigned

**Rate of Pay:** This is a part time student employment position at \$10.33 for hours worked.

**Hours:** Up to 5 hours per week unless otherwise approved.

### **Required Job Skills:**

Students with an interest in exercise science, athletic training or other sports medicine

related health professions will be considered • Student must be detail oriented, organized, professional and able to work independently • Student must comply with set dress code and regular work hours (to be established with supervisor)

**Remarks:**

- **Cumulative GPA Requirement 3.0 or higher**
- **Nights or Weekends May Be Required**