



## *Adrian College*

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

**Department:** Exercise Science and Athletic Training

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

**Job Title:** **Student Worker:** Athletic Training Accreditation Assistant

**Location:** Merillat 212

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

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

### **Job Description:**

This position involves frequent and direct interactions with the Program Director and Administrative Assistant of the Athletic Training Education Program. The successful candidate will perform a full range of clerical duties including: assist with compiling and processing accreditation documents, files, web content, and databases to ensure accreditation compliance; assist with filing and record keeping system for division records (accreditation documents, student records); assist with inventory, purchasing, and scheduling of appropriate maintenance for compliance of laboratory/classroom spaces; assist with the coordination of various events for faculty, students, and staff; compile newsletters and other program correspondence. Other duties may also be assigned.

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

**Hours:** Up to 8 hours per week unless otherwise approved.

### **Required Job Skills:**

Knowledge of and experience in the use of computers for purpose of word processing, graphic layout, and spreadsheets (Microsoft Office software, such as Word, Excel, and Access)

Effectively communicate orally, both in person and over the telephone, and in writing  
Detail oriented and accurate, and have the ability to explicitly follow instructions

Maintain confidentiality of programmatic data and student files

### **Remarks:**

- **Cumulative GPA Requirement 3.2 or higher**

- **Nights or Weekends May Be Required**