



Adrian College

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

Department: Athletics

Supervisor: Brent Greenwood - bgreenwood@adrian.edu

Job Title: **Student Worker:** Golf/Game Day Operations Assistant

Location: Merillat Sports & Fitness Center

Purpose of Position: To assist the Golf Team with tasks.

Beginning and End Date: 2024-2025 Academic Year

Job Description:

Assisting the Men's and Women's golf coach with day to day tasks like team laundry, database organization, office work, facility operation, monitoring social media and tracking communication.

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:

- Time management
- Written communication
- Interpersonal communication
- Word processing basics
- Sense of self responsibility

Remarks: Requires nights & weekends.