



## *Adrian College*

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

**Department:** Athletics

**Supervisor:** Tim Kaiser - [tkaiser@adrian.edu](mailto:tkaiser@adrian.edu)

**Job Title:** **Student Worker:** Men's Basketball Assistant

**Location:** Merillat Sports & Fitness Center

**Purpose of Position:** To assist the Athletic Department with tasks.

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

### **Job Description:**

The following lists the duties and expectations of our Work-Study staff. Employees will be supervised by our basketball staff. Hours will be determined by program needs, class schedules, and according to Work-Study guidelines.

### **Office Duties:**

- 1) Telephone
- 2) Mailings
- 3) Hosting prospects
- 4) Typing
- 5) Website/ newsletter posting
- 6) Scheduling
- 7) Copying
- 8) Inventory

### **Practice and Game Duties:**

- 1) Filming
- 2) Statistics
- 3) Equipment
- 4) Gymnasium preparation
- 5) Assisting in practice facilitation
- 6) Film editing
- 7) Set up and take down
- 8) Laundry and inventory
- 9) Running scoreboard

### **Tutoring Duties:**

- 1) Scheduling
- 2) Academic counseling/monitor

- 3) Study sessions coordinator
- 4) Exam Preparation

**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:**

**Remarks:** Requires nights & weekends.