

## Federal Work Study Job Description Form

**Job Title:** Coordinator of Athletic and Fitness  
**Department or Organization:** Athletic and Fitness  
**Address (Off campus only):**

**Desired No. of Hires:** 6

**Supervisor:** Alberto Nieves  
**Office:** Athletics building 2  
**Phone:** 413-755-4061  
**Email:** anieves@stcc.edu

**Designee:** TBD  
**Office:** Fitness center Building 2  
**Phone:** 413-755-4966  
**Email:** anieves@stcc.edu

### General Job Description:

**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. Several positions within the Athletic and fitness department. Positions include: maintenance, clerical, equipment room work. Etc. Athletics Coordinator will assign you to a particular job within the department.

### Detailed List of Duties:

**Athletic games** for M/W Soccer, M/W basketball, M/W wrestling. Jobs may involve assisting staff with pre-practice, pre-game preparation, event coverage, event setup and cleanup, room and supply maintenance, handling athletic equipment, laundry, inventory, game-day services may involve score keeping, clock operator, ball person and videotaping, etc.

**Fitness Center Jobs** help run the fitness center during operational hours. Duties will include: cleaning, organizing equipment, reporting damaged or broken equipment, re-racking weights as necessary and walking through the building to ensure all rules are being followed. clerical duties may include answering phones, taking messages, directing visitors, photocopying, mailing, computer work, running campus errands, etc.

**Opportunities for Advancement:** *Please list those duties an employee can expect to learn in terms of job growth, if rehired. Please below (Skills)*

**Responsibility Involved:** *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required. Please below (Skills)*

### Skills and/or previous experience desired:

#### WHAT WE EXPECT FROM YOU, THE STUDENT EMPLOYEE:

Some jobs in this department do not require special skills. What we require is a Positive Attitude, Commitment, Dedication, Punctuality, Team-Work, Proper Attire, Accountability, Professionalism, Open Communication, Respect for your supervisors/co-workers

**Amount of supervision required:**  Regular  Occasional  Minimal  
*Student employees are not permitted to work without any supervision.*

### Hours desired to cover (evening, weekend, etc.):

Work study hrs. between 10 to 15 hrs. per week.

**How to Apply:** Contact supervisor/designee listed above.