

# Feather River College

## Student Employment

### Job Title: Office Assistant – Women’s Basketball

#### DESCRIPTION:

Under direct supervision, student will perform a variety of tasks within the Women’s Basketball program. These tasks will include but are not limited to: clerical, organize files, prepare mailings, answer phones, retrieve and distribute mail, video/edit practices and games, wash uniforms/practice gear, organize practice (set up clock, video, sweep floor, distribute gear/balls), game management, market camps/clinics, take and enter stats required by the California Community College Women’s Basketball Coaches Association and other related duties as assigned.

#### ESSENTIAL DUTIES:

Students must be able to:

- Perform laundry
- Have the ability to video and edit DVD, camcorders and VHS
- Perform game clock and shot clock
- File paperwork
- Access the internet for inquiry (research and information)
- Operate a variety of standard office equipment such as a computer, copier, printer, fax machine and phone
- Drive a golf cart properly
- Maintain confidentiality
- Take and enter stats required by the California Community College Men’s Basketball Coaches Association and
- Other related duties as assigned

#### MINIMUM QUALIFICATIONS:

##### Basic Knowledge of:

Modern office procedures and equipment; shot/game clock, camcorder, DVD burner, video editing  
Organizing files, records and other documentation  
Basic computer operations and software applications

##### Skills in:

Operating computers  
Effective oral and written communication  
Establishing and maintaining working relationships with those contacted in the course of the work  
Working effectively in an environment with frequent interruptions  
Meeting deadlines in a timely and efficient manner

#### DESIRABLE QUALIFICATIONS:

Completion of high school  
Experience working in both a physical education (gymnasium) and office setting  
Knowledge of basketball operations  
Knowledge of digital camera operations

#### PHYSICAL CHARACTERISTICS:

Vision sufficient to read computer screens, handwritten and printed documents  
Manual dexterity to operate keyboards, manipulate papers, answer phones, camcorders  
Speech and hearing to communicate effectively with individuals  
Ability to stand or sit for undetermined lengths of time  
Ability to carry items not weighing more than 50lbs

#### WORK SCHEDULE:

Ability to work 10-15 hours per week; may include some weekend and/or night hours

#### TO APPLY:

Submit completed Application for Student Employment and Class Schedule to the Advising/Counseling Center.