

Feather River College

Student Employment

Job Title: Office Assistant - Men's Basketball

DESCRIPTION:

Under direct supervision, student will perform a variety of tasks within the Men'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 Men'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.