

# Feather River College Student Employment

## **Job Title: Office Assistant-Soccer Program**

### **DESCRIPTION:**

Under direct supervision, student will perform a variety of office tasks including but not limited to: organizing and filing records, retrieving and distributing mail, prepare and mail recruiting packets, arrange and label game film, game management duties, and other related duties to be assigned.

### **ESSENTIAL DUTIES:**

Student must be able to:

- File paperwork
- Access the internet for information
- Operate a variety of standard office equipment such as; a computer, copier, printer and fax machine, as well as equipment pertaining to recruiting videos such as a video camera and DVD copier.
- Properly address packets to be mailed
- Understand and execute game management duties
- Equipment and uniform management

### **MINIMUM QUALIFICATIONS:**

#### **Basic Knowledge of:**

Modern office equipment

Organizing files, records and other documentation

Basic computer operations and software applications (Microsoft Word, Excel, Office Publisher)

English composition, grammar, spelling and punctuation

#### **Skills in:**

Operating computers

Operating video cameras

Effective oral and written communication

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 an office or field setting

Knowledge of soccer

### **PHYSICAL CHARACTERISTICS:**

Vision sufficient to read computer screens, handwritten and printed documents

Manual dexterity to operate keyboards and fill recruiting packets

Speech and hearing to communicate effectively

### **WORK SCHEDULE:**

Ability to work 8-10 hours per week

### **TO APPLY:**

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