



Job Position Description

Title: Work Study Student Assistant

Department: Intercollegiate Athletics

REPORTS TO: Athletic Director

PURPOSE: To assist in the Intercollegiate Department

DUTIES & RESPONSIBILITIES:

- Athletic Administration – Working within the Athletic Department, assigned to various departments. You will gain knowledge in Budgeting, Marketing, Promotion, Conference Management, Department Management (Student-Athletes, coaches and staff), campus management (working with departments on campus), external Management (Alumni, donors, sponsors, family and friends) academic success of student-athletes, social development of student-athletes, facilities oversight and media relations.
- Compliance. Work with the compliance officer to understand the NCAA compliance issues related to initial eligibility, continuing eligibility and progress towards degree.
- Health and Wellness – Shadow the athletic trainer to understand the management of athletic training and relationship to treatment, insurance protocols. NCAA protocols and the interaction with team physicians and other medical units.
- Media relations – Work with the sports information director with the management of publicity of the program, statistical retention and dissemination, website and other social media management.

- Facility Management – Work with the Facility supervisor to observe game management (set up, game operations, breakdown) equipment management and storage.
- Coaches – Work with coaching staff on practice requirements, office management and game management.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Willingness to work in a diverse environment. Must have good interpersonal skills, responsible, punctual and willing to follow protocol procedures.

CONDITIONS OF EMPLOYMENT:

- Some evenings and weekends.

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