



JOB DESCRIPTION: Sports Medicine Office Aid

Name of Position: Student Worker - Sports Medicine Office Aid.

Department: Athletics

Campus Location: Stewart Field House – Athletic Training Facility

Supervisor: Lock Schnelle, Head Athletic Trainer (620) 229-6070

Length of Contract: could be either the entire year or semester

Pay Rate: Minimum Wage

Job Purpose: The student or students will help on the field/court with the daily routine as well as in the athletic training facility

Job Responsibilities:

- Field setup #1 responsibility
- Assist with daily upkeep of the athletic training room
- Assist with filing, running errands on campus, & making copies
- Other administrative duties or special projects as assigned

Qualifications:

- Athletic Training Students preferred
- Ability to drive a golf cart and lift 75 pounds
- Excellent communication skills and detail oriented
- The ability to handle confidential matters and to be professional
- Ability to work well with others
- Willingness to tackle new projects
- Ability to work between 10 – 15 hours per week - evenings/weekends/holidays could be a possibility

Skill Development Areas:

- Multitasking
- Thinking outside the box
- Scheduling
- Communications

Evaluation: Students are evaluated annually