



JOB DESCRIPTION: Stadium Coordinator

Name of Position: Student Workers for Stadium Coordinator.

Department: Football/Men's Basketball

Campus Location: Stadium.

Supervisor: Rodney Marner

Length of Contract: Academic Year

Pay Rate: Minimum Wage

Job Purpose: They assist in the game-day operations with the Stadium Coordinator. They set up and tear down stadium items.

Job Responsibilities:

- Assist with setting up stadium for athletic contests.
- Put up and take down conference flags along Southwest border of stadium
- Put up and take down USA, KS, SC flags on the North end of stadium
- Set out trash cans and bags throughout stadium.
- Pick up trash following and during events
- Depending on event depends on set up of field for events.

Qualifications:

- Experience preferred
- Familiarity with the Sport.
- Good computer skills Microsoft Word or Excel
- 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 15 – 20 hours per week
- Flexible schedule
- Travel to sites via your own transportation

Skill Development Areas:

- Listening
- Time Management
- Multitasking
- Communication,
- Student Learning.

Evaluation:

Students will be evaluated during and after events.