

# Club Sports Assistant Job Description

**TITLE:** Club Sports Assistant

**ROLE:**

- Club Sports Assistant will administratively support the Associate Director of Competitive Sports, specifically in the Club Sports program of Recreation and Wellness Services.

**SUMMARY OF RESPONSIBILITIES:**

- Review and identify edits to the Club Sports section of the RecWell website.
- Communicate updates and information to the individual student leadership teams of each Club Sport.
- Oversight of the Do Sports Easy website for the Club Sports program.
- Enter team schedules into the UECS and RecWell databases.
- Collect, verify, and file organization of certificates, paperwork, reports, and participation statistics.
- Other duties assigned by the Club Sports Director.

**\*Please refer to the bottom of this job description to view more detailed examples of job responsibilities and how they align to your personal & professional development.**

**PAY RATE:** \$10.75 per hour as an Assistant with opportunities to earn promotion and higher pay rate.

**TYPICAL WORK SCHEDULE AND HOURS:**

- Work schedules are assigned based on your availability. We appreciate that you are a student first.
- Set schedule will be created and shared at the beginning of each semester.
- Weekly hours can range from 10-20 per week, Monday through Friday.
- Office location is at the Kent State Ice Arena.
- Student employees can work a maximum of 28 hours (domestic) and 20 hours (international) for all campus jobs.

**APPEARANCE AND DRESS:** The Club Sports Assistant will be clean and neatly attired while on duty. A RecWell staff shirt and nametag (provided) to be worn as the primary outer layer, as well as khaki / jeans bottoms with no rips or holes and closed-toed shoes when in the building.

**SUPERVISOR(S):** Associate Director of Ice Arena, Competitive Sports, and Outdoor Facilities

**MINIMUM QUALIFICATIONS:**

- Must possess strong customer service skills.
- Work both independently and collaboratively with supervisor to achieve common goals.
- Strong verbal and written communication skills with supervisor, and all RecWell club sport student athletes.
- Ability to positively create a welcoming environment for all and maintain a positive attitude at work.
- Functions and communicates effectively and respectfully with all people.
- Demonstrating an articulation of one's own personal and professional goals, strengths, and weaknesses, and how this work experience will be a growth opportunity.
- Ability to address conflict in a professional manner through problem-solving and critical thinking.

**HOW TO APPLY:** Interested candidates must apply through Handshake.

**QUESTIONS?** Contact Jim Underwood at [junderw3@kent.edu](mailto:junderw3@kent.edu)

**SUMMARY OF THE CLUB SPORTS PROGRAM:** The goal of RecWell is to meet the recreational needs of as many Kent State University students, faculty, and staff as possible. Club Sports offer many recreational activities that members of the Kent State Community could not achieve within the other aspects of Recreation and Wellness Services. The main strength of the Club Sport Program is the diversity of activities that are encompassed in the program. There are 26 club sports at Kent State University. Clubs may be competitive, recreational, or instructional in nature, or may have any combination of these characteristics. Club Sports are administratively supported by RecWell; however, there is an emphasis on student leadership as the clubs are student-organized, student-managed, and student-operated.

**OTHER REQUIREMENTS AND EXPECTATIONS:**

- **Background Check:** Must obtain a background check outlined by the department prior to employment. All offers of employment at RecWell are contingent upon clear results of a thorough background check (will be provided upon hire at no cost). A plea of guilty to, a finding of guilty by a referee, jury or court of, or a conviction of any of the following shall disqualify an individual from being eligible for employment with Recreation and Wellness Services.
  - (1) A felony. (2) A sexual offense, as defined in chapter 2907 of the revised code. (3) An offense of violence, as defined in section 2901.01(A) (9)(a) of the revised code. (4) A theft offense, as defined in section 2913.01(K)(1) of the revised code. (5) A drug abuse offense, as defined in section 2925.01(G) of the revised code. ◦ (6) Substantially comparable conduct to (1) through (5) above, occurring in a jurisdiction outside the state of Ohio.
- **Standard Trainings:** Become certified in American Red Cross CPR/AED / FA for the Professional Rescuer, Fraud Training, Bloodborne Pathogen Training, and other trainings as assigned (will be provided upon hire at no cost).
- **Department Trainings:** Attend all new hire orientation trainings, department (semesterly) and area trainings (monthly), and other trainings (in person and online) as needed.
- **Certifications:** Maintain all valid certifications that are required of your position and abide by FERPA / HIPPA.
- **Communication Expectations:** Adhere to communication deadlines and expectations set forth by your area supervisor or other professional staff members, including answering emails, text messages, and phone calls in a timely manner (24-48 hours).
- **Work Flexibility:** Ability to work a flexible schedule, including non-traditional work hours, and practice good time management skills.
- **Working Week Limit:** Abide by the hourly work week limit of 28 hours maximum per week in all on campus jobs combined. For international students, this number is 20 hours per week when classes are in session, and 28 hours per week when classes are not in session (summer, spring break, and winter break).
- **Emergency Response:** Ability to respond to an emergency, as outlined in the Emergency Action Plan.
- **Clean, Safe, Organized Workstation:** Maintain a clean, organized, and safe workstation and environment for student employees, patrons, and all others.
- **Policies and Procedures:** Abide by all other policies and procedures outlined by Recreation and Wellness Services, the Division of Student Life, and Kent State University.
- **Commitment and Congruency:** Commitment to Recreation and Wellness Services' mission, team culture, and values and aligning oneself with them.

**MISSION STATEMENT (describes who we are):** We build communities of belonging by encouraging well-being through inclusive leadership, recreation, and wellness experiences.

**TEAM CULTURE (describes what the workplace is like):** Well-being, Supportiveness, Flexibility, Integrity, and Positive Attitude.

**VALUES (describes what guides our practice):** Belonging, Development, Integrity, Quality, and Safety.

**EQUAL OPPORTUNITY:** We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Job Responsibilities	Career & Self Development	Communication	Critical Thinking	Leadership	Professionalism	Teamwork	Technology
<b>Job Responsibility 1:</b> Communicate updates and information to the individual student leadership teams of each club sport.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Job Responsibility 2:</b> Review and identify edits to the Club Sports section of the RecWell website.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Job Responsibility 3:</b> Communicate effectively with supervisor, club sport team leaders, and club sport participants.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Job Responsibility 4:</b> Collect, verify, and file organization of certificates, paperwork, reports, and participation statistics.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Job Responsibility 5:</b> Use technology to improve job efficiency and enhance students' experiences: Microsoft Suite, Email, Do Sports Easy, Fusion software, OneDrive, UECS database, etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>