

# **FEDERAL WORK-STUDY**

## **ATHLETIC SPECIALIST**

*This is a part-time, Federal Work-Study position that reports to the Director of Athletics and is located on the main JWCC campus in Quincy, Illinois.*

### **JOB DESCRIPTION**

Responsible for a variety of tasks, depending on the season and time of the year. Those duties include:

- Fitness Center Supervision
- Baseball and Softball Field upkeep and maintenance
- Office work including input, filing, and record keeping
- Game Day management, including score table duties, admission gate, and public address
- Technology responsibility, including web stream, statistical input, and film editing

### **QUALIFICATIONS**

Students applying for this position will need to be current JWCC students. Eligibility to work within the Work-Study program is required. Position does require familiarity with Microsoft Office and a recommendation from the Director of Athletics. Ability to do manual labor (lift up to 50lbs), work well with others and communicate at a high level is necessary.

### **SALARY**

IL minimum wage

### **APPLICATION**

Students who are interested in this position will need to complete a Federal Work-Study application. Please select "Athletics" to apply for this specific role. Once eligibility is approved, your application will be forwarded on to the department supervisor.

*Applications from qualified persons who are members of racial or ethnic minorities, women, individuals with disabilities, and veterans are encouraged to apply. John Wood Community College is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of race, color, national or ethnic origin, sex, religion, disability or other factors prohibited by law.*