

## **FWS Student Athletics Assistant**

### **Job Summary:**

Under the direction and supervision of Coaching Staff performs various duties to support the Athletic Program at Palomar College. This may include data entry, use of basic office equipment, assisting at practices or in the weight room. May also include assisting with game operations (ticket sales and gate monitoring), filming and training. This position is looking for a detail-oriented and reliable Federal Work Study Student to supplement department operations.

### **Essential Functions:**

- Answer phones, emails, and in-person inquiries
- Receives, organizes, stores, issues and controls an inventory of physical education and athletic equipment
- Sets up equipment for athletic events for an assigned sport
- Provide assistance to student athletes in the weight room or at practices
- Provide assistance filming practices and games

### **Knowledge of:**

- Modern office practices, procedures, and equipment including computers and applicable software programs
- Principles and practices of sound business communication; correct English usage including spelling, grammar and punctuation
- Principles and procedures of record keeping
- Methods of maintaining equipment and weight rooms in an athletic facility

### **Skills:**

- Communicating clearly and effectively both orally and in writing
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations
- Preparing and maintaining accurate and confidential files, records and reports.
- Establishing and maintaining effective working relationships with staff, coaches, student athletes, parents, team physicians and others encountered in the course of work.