

Holy Cross College
Student Employment
Fall 2019

Title: **Pfeil Athletic Center Assistant**

Department: Athletics

Supervisor: Tom Robbins

Email: trobbins@hcc-nd.edu

Schedule: Approximately 10 hours per week to be determined with the supervisor.

Rate of pay: \$7.25 per hour

Location: Pfeil Athletic Center front desk

Purpose

This position greets and monitors guest entry to the Pfeil Athletic facility and handles guest requests in regards to equipment use and checkout of equipment. Assists athletics staff as required.

Essential Job Duties:

- Greet guests pleasantly when entering the facility
- Keep supervisor informed of any emergencies or equipment failure
- Keep all equipment clean
- Provide supervision and help for all guests entering weight, cardio, and running track areas
- Check in/out basketballs, volleyballs, towels, and any other equipment provided at the front desk
- Provide game day assistance during all home basketball contests
- Provide assistance at other events held in the Pfeil Center
- Other duties as assigned

Minimum Education, Skills and Abilities:

- Basic understanding of all workout equipment and its intended use
- Ability to work flexible work schedule including evenings and weekends as necessary to serve the needs of the department
- Must be CPR/AED certified
- Ability to be professional, pleasant and courteous at all times