

# Howard Community College

## Workstudy Job Description

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<b>Job Number:</b>	216
<b>Job Title:</b>	Athletics Office Staff
<b>Department Name:</b>	Athletics
<b>Supervisor Name:</b>	Mike Smelkinson
<b>Supervisor Phone #:</b>	443-518-4522
<b>Supervisor Email:</b>	msmelkinson@howardcc.edu
<b>Employer Address:</b>	10901 Little Patuxent Parkway, Columbia, MD 21044
<b>Location</b>	

<b>Job Description and Responsibilities</b> <i>(include job purpose):</i>	<p>The Athletic Office Staff position is a part-time position within the Department of Athletics. Office Staff are responsible for assisting the athletic staff in the office with tasks as needed. Responsibilities will include assisting with eligibility paperwork such as transfer tracers, monitoring various daily student-athlete reports, updating our daily calendars. Work schedule is based around the department's weekly athletic schedule, so hours may vary. Typically, Office Staff will work about 15 hours per week year round.</p>
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<b>Qualifications / Experience Required:</b>	<ul style="list-style-type: none"> <li>• Must be reliable with attendance</li> <li>• A general understanding of sports is preferred</li> <li>• Excellent verbal communication skills</li> <li>• Organized, reliable, and punctual</li> </ul>
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<b>Grade Level</b>	2
<b>Hourly Wage</b>	\$13.00 (Year 1) \$13.25 (Year 2)