

Chabot College Student Assistant Job Description

Division, Department:

**Health, Physical Education and Athletics -
PE / Athletics - Football**

CONTACT PERSON:

SUPERVISOR (*if different*): Athletic Coaches **ADMINISTRATOR:** Dale Wagoner
POSITION TITLE: Student Assistant I **BUILDING / ROOM:** 2600 /

PURPOSE:

This position will provide Students Assistant(s) with the experience related to the operation of how to organize and manage athletic practices. To provide the set-up and relocation of equipment during practice i.e. bags, footballs, cones and water. Assist and learn video editing equipment in order to document practice maneuvers and strategies. Under general supervision, perform detailed and various tasks in order to maintain accountability for the instructional support material.

POSITION REQUIREMENTS:

Example: attention to detail, demonstrates proficiency with Microsoft Office software (Word, Excel); good organizational skills, etc.

1. Able to lift 50 lbs
2. Able to work with minimum supervision
3. Detailed orientated
4. Good communication
5. Able to use a video camera
6. Able to work Tuesdays through Thursdays from 3pm to 6pm

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DUTIES:

Student employee (including FWS) may not perform or replace the work of a classified employee, but could provide general support to gain employment experience and the opportunity for mentoring.

1. Organize storage facility
2. Assist Football Coaches during practice times
3. Move and set up equipment / put away equipment
4. Film practices
5. Occasionally Edit film

STUDENT ASSISTANT PAY RATE:

Category: A *See Student Assistant Pay Category and Rate Schedule, Board-approved 12/19/15 & effective 1/1/16.*

Rate: \$10.00 *an hour*

LENGTH OF POSITION:

Semester based on available funds and student's financial / Academic eligibility.

It is a Federal requirement that any student working as a Federal Work Study employee have a written job description for their position. Per federal regulations, "each FWS position should have a job description that includes name and department of employer, supervisor, purpose of student's job, duties and responsibilities, job qualifications, wage rate or range, and length of student's employment (beginning and end dates). FSA 2006-07, Volume 6, Chapter 1, page 6.21