Student Employer: Adrian College - 110 S. Madison St. Adrian MI 49221

Department: Women's Basketball

Supervisor: Sam Miller - sammiller@adrian.edu

Job Title: Student Worker: Basketball Compliance Office Assistant

Location: Merrilatt Sports & Fitness Building

Purpose of Position: To assist the Women's Basketball team with tasks.

Beginning and End Date: 2025-2026 Academic Year

Job Description:

Assist with administrative duties associated with the operation of the women's basketball program, including study tables

- Word Processing
- Copy work
- Customer service duties including but not limited to opening mail
- Updating recruiting database
- Assisting with bulk mailings and women's basketball correspondence
- General filing and record-keeping
- Perform other clerical duties as assigned
- Making sure students stay on task
- Flexibility with evening hours
- Practice setup
- Program operations
- Team laundry

Rate of Pay: This is a part time student employment position at $12.48 for hours worked.

Hours: Up to 5 hours per week unless otherwise approved.

Required Job Skills:

- Experience or training in office support
- Computer word processing and data entry skills
- Highly responsible, accurate, and respectful of confidentiality
- Ability to multitask and work independently

- Ability to learn and take directions

Remarks:

- 1 hour per day (not to exceed 6-7 hours per week) during the school year on a regular schedule as arranged by worker and head coach
- Full year's commitment
- Periodic evaluation by the head coach