



Job Title: Men's Soccer Assistant Coach

Department: Athletics

Start Date: August 28, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Lacrosse Game Day Operations Data Entry Practice Planning Facility Cleaning Equipment Maintenance Training Gear Organization Concessions Work

Required Skills:

Cumulative GPA: NA

Major Requirement: NA

Nights or Weekends Required? Yes

Supervisor Name: Ryan McDonald

Application Link: <https://acstudentemployment.wufoo.com/forms/x1mkzihh160tdf3/>

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Job Title: ACHA Women's Hockey Maintenance Staff

Department: Athletics

Start Date: August 28, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

These employees will be responsible for all aspects in regards to keeping the locker room clean. This includes vacuuming, mopping, and all cleaning. They will also possess duties which include washing and drying laundry, packing for road trips and away games and setting up the locker room on game day. They will also help with any necessary clerical work required to confirm travel details.

Required Skills:

Skate sharpening Ability to do laundry Knowledge of hockey equipment Ability to make reservations Research Familiar with Microsoft Word

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Brett Berger

Application Link: <https://acstudentemployment.wufoo.com/forms/x1f1xpbo0can92j/>

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Job Title: Athletic Training Room Worker

Department: Athletic Training Department

Start Date: August 28, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Student will be expected to come in at regularly scheduled times throughout the week. Duties performed are cleaning of the athletic training room. Practice set up and tear down, which could include some heavy lifting. Data entry into our on line computer system.

Required Skills:

Computer and Organizational skills preferred.

Cumulative GPA: 2.7

Major Requirement: None

Nights or Weekends Required? Yes

Supervisor Name: Jamie Fetter

Application Link: <https://acstudentemployment.wufoo.com/forms/x137y21i0ljd6t7/>

Adrian College is an Equal Opportunity Employer



Job Title: Women's Lacrosse Student Worker

Department: Athletics

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Student workers will assist with all home game management duties for women's soccer games. These duties include, but are not limited to: working the ticket table, running scoreboard, announcing, and ball shagging. Students will film home games for women's lacrosse, away games, and practices. They may be asked to work the stat table for home games. Students will be organizing and help with equipment inventory and other office duties.

Required Skills:

Student workers must be available afternoons, nights and weekends. They must be positive, enjoy working in customer service and possess excellent organizational skills. They must be willing to upload game film and/or practice film onto editing software. Student workers should be comfortable with math skills and working with money.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Elizabeth Szymanski

Application Link: <https://acstudentemployment.wufoo.com/forms/kmvrb96143kbpl/>

Adrian College is an Equal Opportunity Employer



Job Title: Men's and Women's Volleyball Assistants

Department: Athletics

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Position Title: Volleyball Home Game Management and assistant(s) Job Description: Assist keeping score, rolling balls, set-up and take down volleyball nets Responsibilities: • Arriving on time • Coordinating schedule to work home matches • Flexibility with evening hours • Comfortable talking with people • Capable of giving a tour of campus

Required Skills:

Position Requirements: Being reliable Qualifications: • Must be able to communicate effectively • Highly responsible Standards of Performance: Professionalism • Assist with equipment and uniform inventory and upkeep Position Requirements: • 2 hours per day (not to exceed 6 hours per week) during the school year on a regular schedule as arranged by worker and head coach • Full year's commitment • Must be available to attend practices and games at varied times throughout the season • Ability to multi-task and work independently • Ability to learn and take directions

Cumulative GPA: n/a

Major Requirement: n/a

Nights or Weekends Required? Yes

Supervisor Name for Men's Volleyball Assistant: Zak Krug

Supervisor Name for Women's Volleyball Assistant: David Kwan

Application Link for Men's Volleyball: <https://acstudentemployment.wufoo.com/forms/z1mzhq02182h5hu/>

Application Link for Women's Volleyball: <https://acstudentemployment.wufoo.com/forms/m1sflkp80dvpdy8/>

Adrian College is an Equal Opportunity Employer



Job Title: Athletic Dept. Student Worker

Department: Athletic Dept

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

We will need the work study students to cover for the hours of Monday to Friday between 8:00AM – 5:00PM, some weekends will be asked for home sporting contests. Upon hire, we will work with schedules of each student and set hours accordingly. Job Description: Students who work in the Merillat Center will split their time between DeAnne Lewin and Kim Brown. Students who work in the Arrington Ice Arena will work with Betsy Merillat. They need to be detailed orientated and able to multi task. The students may be asked to perform some duties for the Athletic Director as well.

Required Skills:

Duties: • File copies of requisition forms, expense reports, etc. into appropriate binders • File wage requisitions for officials • Assist with contract mailings and file when received from competing schools • Type miscellaneous documents/spreadsheets (Excel) • Run envelopes to appropriate parties on campus for signatures/delivery • Pick up cash boxes/drop off to the cashiers office • Assist with Golf Outing flyers/mailers • Additional ESAT assignments TBD

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: DeAnne Lewin and Betsy Merillat

Application Link: <https://acstudentemployment.wufoo.com/forms/zdvfyor0ijr1zr/>

Adrian College is an Equal Opportunity Employer



Job Title: Sports Information Assistant

Department: Sports Information **Start**

Date: August 21, 2017, or later

Number of hours per week: 4-6

Job Description/Responsibilities:

• Assist at home events for fall, winter and spring sport seasons as a caller, matrix board operator or stat inputting • Assist in the designing and printing of game programs and media guides • Research and compile past season stats for archiving • Identifying photos from athletic events

Required Skills:

• Working knowledge of Microsoft Office software especially word and excel • Working knowledge of Adobe Creative Suite software especially Photoshop and InDesign is a plus but not a requirement • Willingness to learn new skills • Ability to learn quickly • An interest in watching and attending sporting events is a MUST

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Corey Graham

Application Link: <https://acstudentemployment.wufoo.com/forms/zsccjc00dp3esc/>

Adrian College is an Equal Opportunity Employer



Job Title: Men's Basketball Assistant

Department: Men's Basketball

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Adrian College Men's Basketball Work-Study Job Description The following lists the duties and expectations of our Work-Study staff. Employees will be supervised by our basketball staff. Hours will be determined by program needs, class schedules, and according to Work-Study guidelines. Office Duties: 1. Telephone 2. Mailings 3.

Hosting prospects 4. Typing 5. Website/ newsletter posting 6. Scheduling 7. Copying 8. Inventory Practice and Game Duties: 1. Filming 2. Statistics 3. Equipment 4. Gymnasium preparation 5. Assisting in practice facilitation 6. Film editing Tutoring Duties: 1. Scheduling 2. Academic counseling/monitor 3. Study sessions coordinator 4. Exam preparation

Required Skills:

Cumulative GPA: n/a

Major Requirement: n/a

Nights or Weekends Required? Yes

Supervisor Name: Isaac Loechle

Application Link: <https://acstudentemployment.wufoo.com/forms/z15qj3ws1m1udie/>

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Job Title: Skate Sharpening Tech

Department: Women's NCAA Hockey

Start Date: August 28, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

• Handle all player skate issues • Create report of all players sharpening preference (1/2) • Sharpen skates for games & practices (6 days per week) • Create a report of needed steel each week • Responsible for changing laces on skates • Maintain away sharpening machine (stone, diamond, etc) • 15-20 pairs of skates per day • Manage baking skates , punching skates out • Changing rivets and holders • Clean Machine

Required Skills:

Ability to sharpen skates Understanding of the skate sharpening process Good Communication skills

Cumulative GPA: n/a

Major Requirement: n/a

Nights or Weekends Required? Yes

Supervisor Name: Chad Davis

Application Link: <https://acstudentemployment.wufoo.com/forms/zl4ysc11jlvuha/>

Adrian College is an Equal Opportunity Employer



Job Title: Womens NCAA Hockey Equipment Manager

Department: Women's NCAA Ice Hockey -Athletics

Start Date: August 28, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

• Home & Away game jersey washing process after each game (two games per weekend) • Washing process of practice jerseys after every skate (5 days per week) • Wash Practice and Game Hockey socks • Wash each players workout gear & skating garments each day immediately after skate (6 days per week) • In order to complete the process of washing garments ,air drying or drying machine will be needed • Washing & Drying face and shower towels • Need to be accessible for away teams laundry needs • Setup Jerseys for Home Games • Clean and wash Pants and gloves throughout the season • Tool Bench- will be responsible for cleaning on the tool bench and returning all the tools. • Water Bottles -will be responsible for filling up and emptying the water bottles as well as making sure they are on the bench for practices and then cleaned out after practice. • Packing Bus / Pucks -will be responsible to packing the bus with all the equipment as well as food and beverages and bringing out team pucks for practice as well as picking them up after practice and checking around the entire rink for lost pucks. • Cleaning Stall -will be responsible for spraying equipment to sanitize and clean the stalls to destroy bacteria • Hockey tape inventory • These players will be responsible to taking out the garbage for the entire locker room and replacing garbage bags, as well as picking up garbage off the ground. • These players will be responsible for mopping the floor in the locker room. • These players will be responsible for vacuuming the locker room carpet. • These players will be responsible for mopping and cleaning up the entire bathroom area.

Required Skills:

Good work ethic , ability to work efficiently, ability multitask , good communication skills

Cumulative GPA: n/a

Major Requirement: n/a

Nights or Weekends Required? Yes

Supervisor Name: Chad Davis

Application Link: <https://acstudentemployment.wufoo.com/forms/z13vis5r134bbji/>

Adrian College is an Equal Opportunity Employer



Job Title: Arrington Ice Arena Worker

Department: Athletics

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Work events at Ice Arena including Adrian College hockey games, Public Skates and Broom Ball, handle any task assigned to them by the Arena Manager Specific Duties (included but not limited to): Skate Shop counter: work the register, hand out skates, assist customers with any skating needs, supervise ice surface/lobby during Public Skates, maintain a clean Skate Shop and Lobby, make sure patrons are following all rules of the facility Hockey games: Lobby/WOW workers: sell game tickets in lobby and WOW Cafe, programs, raffle tickets, maintain clean lobby Pro Shop: work register, deal with customers, watch inventory Ushers/Security: crowd control behind and near bench area, direct patrons to their seat, control flow of crowd to their seats during play, keep stairways and aisles open, man handicap elevator so patrons can access handicapped section, notify teams and officials when they are suppose to take the ice, make sure all fans are respecting the rules of the facility P.A. announcer: announce starting line-ups, goals, penalties Ice Crew: remove and replace nets/pegs before the game and between periods, pick up pucks following warm-ups, work doors to penalty box during the game, aid with between period on-ice fan games Broom Ball: aid in set-up and clean-up for games, help with officiating and score keeping

Required Skills:

- Must be available nights and weekends; both days and nights, if not please do not apply
- Must be trustworthy and reliable
- Must be positive and enjoy working in customer service and a team environment
- Must be self-motivated
- Math skills for working with cash and good communication skills for dealing with customers
- Experience sharpening skates is helpful but not a must
- Experience in Public Address Announcing is helpful but not a must

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Jeremy Symington

Application Link: <https://acstudentemployment.wufoo.com/forms/zhkg13712sk26z/>

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Job Title: Intramural Broom Ball Director

Department: Athletics

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

To act as Director for Intramural Broom Ball League Sunday nights at Arrington

Required Skills:

(included but not limited to): take registration and money for teams, get waivers signed, generate a league schedule, keep team captains informed on all matters related to the league, supervise and partake in set-up and clean-up of games, aid in scorekeeping and officiating, maintain the rules and regulations of both the league and Arrington Ice Arena, attend to any league related matters that arise

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Jeremy Symington

Application Link: <https://acstudentemployment.wufoo.com/forms/z4fqoaj1hpea7p/>

Adrian College is an Equal Opportunity Employer



Job Title: Golf/Game day operations - BB Asst.

Department: Athletics

Start Date: August 28, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Assisting the Men's and Women's golf coach with day to day tasks like team laundry, database organization, and tracking communication. Also, work women's basketball game in different capacities such as, ticket sales, crowd management, and surface maintenance.

Required Skills:

-time management -written communication -interpersonal communication -word processing basics -sense of self-responsibility

Cumulative GPA: 3.0

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Ryan Williams

Application Link: <https://acstudentemployment.wufoo.com/forms/zsed9fr13s79p6/>

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Job Title: Equestrian Student Worker/Barn worker

Department: Athletics

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

enter Recruits in Front Rush Help Campus Tours Office Work Mail out packets Work at Horse barn(Sweeping, cleaning, working horses, feeding, doing meds, grooming, Organizing events) Daily Chores

Required Skills:

On time Work Ethic Can lift 50lbs Minimum Horse Knowledge Reliable In good Standing with College

Cumulative GPA: 2.5

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Jody Prime

Application Link: <https://acstudentemployment.wufoo.com/forms/z1s4vh2d1k2lf6h/>

Adrian College is an Equal Opportunity Employer



Job Title: Student worker/wrestling

Department: athletics/wrestling

Start Date: September 5, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Cleaning wrestling-room & locker-room before & after workouts. Organizing equipment/preparing travel gear. Assisting in video needs and match day management responsibilities.

Required Skills:

Cumulative GPA: 2.5

Major Requirement: NA

Nights or Weekends Required? Yes

Supervisor Name: Bill Schindel

Application Link: <https://acstudentemployment.wufoo.com/forms/z11h2f9d02b4dn1/>

Adrian College is an Equal Opportunity Employer



Job Title: Tennis Stringer

Department: Athletics

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Responsible for stringing the tennis team's tennis rackets.

Required Skills:

Stringing tennis rackets.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Rick Halverson

Application Link: <https://acstudentemployment.wufoo.com/forms/z1t077iv00bipy7/>

Adrian College is an Equal Opportunity Employer



Job Title: Womens Soccer Student Worker

Department: Women's Soccer

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Student worker assist staff person in office procedures or activities mostly pertaining to the women's soccer team. Job Responsibilities include but are not limited to the following; • Help consolidate recruiting information into spreadsheet • Help with making copies of various needed materials throughout the year. • Run misc. errands all over campus throughout the year • Help with doing inventory on soccer supplies/gear. • Assist with special projects as assigned. • May be asked to film home games • May be asked to assist during women's basketball games as assigned by Supervisor

Required Skills:

Should be familiar with Google apps and Excel. May require the ability to lift athletic equipment weighing up to 25 pounds.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Kimberly Uetrecht

Application Link: <https://acstudentemployment.wufoo.com/forms/z1148hs60znh91v/>

Adrian College is an Equal Opportunity Employer



Job Title: Compliance Office Assistant

Department: Athletics

Start Date: Fall 2017

Number of hours per week: 4-5

Job Description/Responsibilities:

Possible word processing, filing, copy work, customer service duties, and other clerical duties as assigned.

Required Skills:

Experience or training in office support, computer processing, v Highly responsible, accurate, and respectful of confidentiality, ability to multi-task.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Kathy Morris

Application Link: <https://acstudentemployment.wufoo.com/forms/zf6zby51cmkpgq/>

Adrian College is an Equal Opportunity Employer



Job Title: Office Assistant

Department: Athletics

Start Date: Fall 2017

Number of hours per week: 3-4

Job Description/Responsibilities:

Constant update on recruiting database, evening hours may be needed, assisting with weekly bulk mailings, copying, folding, and labeling, weekly filing, input data to website.

Required Skills:

Word processing and data entry, multitasking, organization and being able to stay on task, ability to learn and take directions.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Kathy Morris

Application Link: <https://acstudentemployment.wufoo.com/forms/z1j4vs90xp0mek/>

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Job Title: Bass Team (Assistant)

Department: Athletics

Start Date: 2nd Week of each semester

Number of hours per week: 5 - 6

Job Description/Responsibilities:

1.) Detailing Boats, Trucks and Team Gear 2.) Assist in fundraiser planning and preparation. 3.) Sponsor and relationship development with team partners 3.) Aid in preparation and planning for travel events 4.) Assist with documentation and preparation for team meetings 5.) Assist with winterization, (4 boats to Cabela's for scheduled maintenance ect...) 6.) Assist with the planning and completion of sponsor events (Fishing Shows Ect....) 7.) Assist with media requirements/exposure and development for our team, sponsors, and AC in general

Required Skills:

-Responsible -Prompt -Flexibility to switch gears and complete whatever task is most pressing. -Social Media skills
-Not afraid to get a little dirty once in a while -Trustworthy -Dependable

Cumulative GPA: 2.8

Major Requirement: None

Nights or Weekends Required? YesNo

Supervisor Name: Seth Borton

Application Link: <https://acstudentemployment.wufoo.com/forms/z1ctmigg11g23h9/>

Adrian College is an Equal Opportunity Employer



Job Title: ACHA D3 Skate Sharpener, Laundry, and Custodial

Department: Athletic

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

The students [requesting 2—1 for each of the two ACHA D3 teams] will serve the ice arena to sharpen skates, perform custodial tasks, and complete laundry duties for the ACHA D3 program as well as the rink in general. These student(s) must be hard working, possess a helpful disposition, and be able to sharpen skates skillfully while using the machine correctly. Although special attention will be paid to the 60 athletes on the ACHA D3 teams, this student will be available to help with other rink duties as needed.

Required Skills:

These students must be hard working, possess a helpful disposition, and be able to sharpen skates skillfully while using the machine correctly.

Cumulative GPA: 2.0

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Aaron Bain

Application Link: <https://acstudentemployment.wufoo.com/forms/z1vaggjk0ia4t64/>

Adrian College is an Equal Opportunity Employer



Job Title: ACHA D1 Skate Sharpener, Laundry, and Custodial

Department: Athletic

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

The students will serve the ice arena to sharpen skates, perform custodial tasks, and complete laundry duties for the ACHA D1 program as well as the rink in general. These students must be hard working, possess a helpful disposition, and be able to sharpen skates skillfully while using the machine correctly. Although special attention will be paid to the athletes on the ACHA D1 team, this student will be available to help with other rink duties as needed.

Required Skills:

These students must be hard working, possess a helpful disposition, and be able to sharpen skates skillfully while using the machine correctly.

Cumulative GPA: 2.0

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Aaron Bain

Application Link: <https://acstudentemployment.wufoo.com/forms/z1b3g4504gj244/>

Adrian College is an Equal Opportunity Employer



Job Title: Recruiting Car Assistant

Department: Athletic

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

The students will serve the athletic department to help maintain, clean, and attend to the recruiting cars. as well as the assist in organizing the drop off and pick up of the cars. These students must be hard working, organized, possess a helpful disposition, and be attentive to minute details. Although special attention will be paid to the recruiting cars, this student will be available to help with other athletic department duties as needed and hours allow.

Required Skills:

These students must be hard working, organized, possess a helpful disposition, and be attentive to minute details.

Cumulative GPA: 2.0

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Gary Astalos

Application Link: <https://acstudentemployment.wufoo.com/forms/z18uyiuv112pqe1/>

Adrian College is an Equal Opportunity Employer



Job Title: Cheer and Dance Student Assistant - Bulldog Costume

Department: Athletics

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Students will help with equipment management making sure uniforms are in order for games and practice equipment is kept in good shape. They will need to be “app savvy” for they will post pictures and videos from practices, games, and meets on social media accounts. Learn how to create flyers/brochures and organize schedules for the teams. They will occasionally serve as the mascot/mascot handler for games and community events. Hours are very flexible, can work around class schedule. Duties: -Manage Equipment (uniforms and mats) -Run Social Media accounts -Make flyers for clinics and camps -Set up and help run Acro meets -Type up schedules for special activities or community performances -Mascot/Mascot handler

Required Skills:

-Know how use of Microsoft word and excel -Know how to use photo/video editing apps -Good organizational skills -Fun energy (Mascot)

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Maddie Soave

Application Link: <https://acstudentemployment.wufoo.com/forms/zm32ee91q33zps/>

Adrian College is an Equal Opportunity Employer



Job Title: Bulldog Skating Student Employee

Department: Athletics

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Equipment management Learn to Skate -- general duties Locker room maintenance Recruitment -- visits, tours, competitions, etc. Hockey and Baseball Game Day Management Fundraising -- community events, open skates, raffle Social media

Required Skills:

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Ashley Carlson

Application Link: <https://acstudentemployment.wufoo.com/forms/zj4cd6u1pg31eq/>

Adrian College is an Equal Opportunity Employer



Job Title: Equipment room Asst.

Department: Athletics

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

STUDENT EQUIPMENT ASSISTANT – Assist athletic equipment department with daily operations of equipment room. Jobs to include organization, cleaning, maintenance, issue, inventory, laundering of athletic equipment and apparel. This job works both indoors and outdoors. This position also requests assistance on game day with some travel possibly being involved. Hours: 2-4 hours per day Monday – Friday, may include weekends. Other hours per home/away game schedule.

Required Skills:

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Toby Ernst

Application Link: <https://acstudentemployment.wufoo.com/forms/zxz2fwh0hc65b1/>

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Job Title: Bowling Work Study

Department: Athletic

Start Date: August 28, 2017, or later

Number of hours per week: 4

Job Description/Responsibilities:

Help organize papers, filing Help with social media pages Help with mailing recruit letters Send out any schedules needed by coach Help w/ ordering of team clothing

Required Skills:

Good with computers Know microsoft word know how to use social media websites good organization skills

Cumulative GPA: 3.0

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name:

Application Link: <https://acstudentemployment.wufoo.com/forms/z1muq8cj0cw0hi9/>

Adrian College is an Equal Opportunity Employer



Job Title: Hitting Facility/Event Management

Department: Baseball

Start Date: September 5, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Supervise, clean and maintain baseball stadium and hitting facility. Help run home athletic events. General maintenance of the back 40 athletic complex. Help with other events on campus when needed.

Required Skills:

Cumulative GPA: NA

Major Requirement: NA

Nights or Weekends Required? Yes

Supervisor Name: Craig Rainey

Application Link: <https://acstudentemployment.wufoo.com/forms/m1rgatyr0uid26y/>

Adrian College is an Equal Opportunity Employer



Job Title: Men's NCAA Hockey Student worker

Department: Athletics

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Students who work for the Men's NCAA Hockey team/staff will need to be organized and detail oriented. They will have to be flexible to ensure laundry and other small tasks (i.e. cleaning) are done in a timely manner. Candidates for the position should have a hockey background and be able to accomplish tasks needed to help the Men's NCAA Hockey program.

Required Skills:

- Keep the locker room cleaned and organized
- Make sure skates are sharpened as needed
- Ensure Team Laundry is done prior to every game / practice
- Assist with other locker room related project
- Aid the coaching staff in any office work that needs to be completed

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Shawn Skelly

Application Link: <https://acstudentemployment.wufoo.com/forms/mx0lyb71q9y2xk/>

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Job Title: Merillat Fitness Front Desk Attendant

Department: Athletics

Start Date: August 14, 2017, or later

Number of hours per week: 8

Job Description/Responsibilities:

The Adrian College Athletic Department is seeking students to help maintain, operate, and supervise the Multi-Sports Forum and Weight Room at The Merillat Sport and Fitness Center. Responsibilities: The student employee must be willing to arrive on time for the start of each shift, to provide outstanding customer service on a daily basis by meeting and greeting all students, faculty, staff and AC visitors. As well as perform basic clerical duties, i.e. answering phone calls and taking messages, selling Gatorade products at the Weight Room, and other duties as assigned by the Head of Athletic Facilities. Lastly, the staff must be willing to deal with emergency and safety related situations. With knowledge and training on basic emergency action plan implementation.

Required Skills:

*CPR certification *pleasant demeanor *high level of communication skills *internet and basic computer skills

Cumulative GPA: 2.0

Major Requirement: n/a

Nights or Weekends Required? Yes

Supervisor Name: Brent Greenwood

Application Link: <https://acstudentemployment.wufoo.com/forms/m1gez1k7152av9v/>

Adrian College is an Equal Opportunity Employer



Job Title: Field Manager

Department: Football

Start Date: August 7, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

This campus employment worker will be responsible for but not limited to managing, overseeing, and assisting in all field setup, organization, practice, and game operations within our program. He or she will assist in setting up and breaking down the practice/game field, meetings, setting up position drills, holding down markers, and field cleanup.

Required Skills:

I believe this job will allow students to develop leadership, organizational, sports management, and obtain NCAA operations skills in a fast paced environment they can use for the rest of their life.

Cumulative GPA: 3.0 or Higher

Major Requirement: Sports Management

Nights or Weekends Required? Yes

Supervisor Name: Eric Tyahla

Application Link: <https://acstudentemployment.wufoo.com/forms/m1klcvx70i7n4jx/>

Adrian College is an Equal Opportunity Employer



Job Title: Office Assistants

Department:

Football

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

My campus employment workers will be responsible for but not limited to assisting in all aspects of office football operations including: recruiting, meal scheduling, transportation, travel arrangements, as well as any day-to-day operations needed within our program. Workers will assist in collecting data such as phone contacts and email addresses of coaches and athletic directors during the recruiting process. They will also assist in inputting recruiting data. Workers will obtain contact information for meals, transportation, and travel arrangements that the team will make. They could be included in making preliminary phone calls to businesses in order to obtain a price quote or other general information.

Required Skills:

I believe this job will allow students to develop general office skills, communication, organizational, and sales skills they can use for the rest of their life.

Cumulative GPA: 2.5 or Higher

Major Requirement: N/A

Nights or Weekends Required? No

Supervisor Name: Eric Tyahla

Application Link: <https://acstudentemployment.wufoo.com/forms/m38ydii0yly9pg/>

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Job Title: Field Team

Department: Football

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

These campus employment workers will be responsible for but not limited to assisting in all field setup, organization, practice and game operations within our program. Workers will assist in setting up and breaking down the practice/game field, drills, holding down markers, and field cleanup.

Required Skills:

I believe this job will allow students to develop organizational, sports management, and obtain NCAA operations skills in a fast paced environment they can use for the rest of their life.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Eric Tyahla

Application Link: <https://acstudentemployment.wufoo.com/forms/m87zdx19flh2h/>

Adrian College is an Equal Opportunity Employer



Job Title: Operations Team

Department: Football

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

My campus employment workers will be responsible for but not limited to assisting in all aspects of football operations including: recruiting, meal scheduling, transportation, travel arrangements, as well as any day-to-day operations within our program. Workers will assist in collecting data such as phone contacts and email addresses of coaches and athletic directors during the recruiting process. They will also assist in inputting recruiting data. Workers will obtain contact information for meals, transportation, and travel arrangements that the team will make. They could be included in making preliminary phone calls to businesses in order to obtain a price quote or other general information.

Required Skills:

I believe this job will allow students to develop communication, organizational, and sales skills they can use for the rest of their life.

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Eric Tyahla

Application Link: <https://acstudentemployment.wufoo.com/forms/mqk5q6m137akki/>

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Job Title: Softball

Department: Athletics

Start Date: September 5, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Job Description: Students who work with the softball coaching staff must show production in their work. They must possess proper communication and organizational skills as well as proficiency in typing, word processing, and other computer-related skills. They should be diligent in their work while presenting themselves in a positive manner.

Duties: The workers will be asked to help with the following activities. - Football ticket sales on game day. - Office work - Recruiting organization - Field maintenance - Game day preparations - Home game management for Women's Basketball

Required Skills:

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Ashley Marinacci

Application Link: <https://acstudentemployment.wufoo.com/forms/m11343o70nmvy0m/>

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Job Title: Men's Lacrosse-Work study

Department: Athletics

Start Date: August 21, 2017, or later

Number of hours per week: 6

Job Description/Responsibilities:

Job Description: Student works will assist with all home game management duties for men's soccer games (ticket table, running scoreboard and announcing) in the fall. Students will film home games, away games, and practices in the spring They may be asked to work stat table for home games.

Required Skills:

Students will be organizing and help with equipment inventory and other office duties. Student workers must be available afternoons, nights and weekends. They must be positive, enjoy working in customer service and possess excellent organizational skills. They must be willing to upload game film and/or practice film onto editing software. Student workers should be comfortable with math skills and working with money.

Cumulative GPA: n/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Scott Morrison

Application Link: <https://acstudentemployment.wufoo.com/forms/mupofif0gt4pr/>

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Job Title: Intramurals Supervisor

Department: Athletics

Start Date: September 11, 2017, or later

Number of hours per week: 4

Job Description/Responsibilities:

Oversee/supervise intramural activities. Manage intramural equipment.

Required Skills:

Organized Reliable Timely Athletics background preferred

Cumulative GPA: N/A

Major Requirement: N/A

Nights or Weekends Required? Yes

Supervisor Name: Rick Halverson and Brian Thill

Application Link: <https://acstudentemployment.wufoo.com/forms/m168yafe04yt1th/>

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