

BOWIE STATE UNIVERSITY POSITION DESCRIPTION

Title: Work Study

PIN:

Job Group:

Job Class Code:

Department: Intercollegiate Athletics

Grade/Pay Level:

Departmental Approval By: Clyde Doughty

Date: 9/1/16

Human Resources Approval By:

Date:

REPORTS TO: Intercollegiate Athletics

PURPOSE: Work Study Student

DUTIES & RESPONSIBILITIES:

- Athletic administration. Working within the athletic department assigned to various departments you will gain knowledge with budgeting, marketing, promotion, conference management, department management (student-athletes, coaches and staff), campus management (working with department on campus), external management (alumni, donors, sponsors, family and friends), academic success of student-athletes, social development of student-athletes, facilities oversight and media relations.
- Compliance. Work with the compliance officer to understand the NCAA compliance issues related to initial eligibility, continuing eligibility and progress towards degree.
- Health & Wellness. Shadow the athletic trainer to understand the management of athletic training with relationship to treatment, insurance protocols. NCAA protocols, and the interaction with team physicians and other medical units.
- Media Relations. Work with the sports information director with the management of publicity of the program, statistical retention and dissemination, website and other social media management.
- Facility Management. Work with the facility supervisor to observe game management (set up, game operations, breakdown), equipment management and storage.
- Coaches. Work with coaching staff on practice requirement, office management and game management

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Willingness to work in a diverse environment. Must have good interpersonal skills, responsible, punctual and willing to follow protocol and procedures.

MINIMUM TRAINING & EXPERIENCE:

None.

CONDITIONS OF EMPLOYMENT:

Some evenings and weekends.

BOWIE STATE UNIVERSITY POSITION DESCRIPTION

Title: Administrative Office-Work Study Student

PIN:

Job Group:

Job Class Code:

Department: Intercollegiate Athletics

Grade/Pay Level:

Departmental Approval By: Clyde M. Doughty, Jr.

Date:

Human Resources Approval By:

Date:

REPORTS TO: As assigned

DUTIES & RESPONSIBILITIES:

Must show attention to detail and must have good communication and organizational skills. Must have basic computer skills. Must be flexible and able to multi-task. Must be conscientious and diligent with a good work ethic and time management skills. Must present themselves in a positive and professional manner. Will assist with all related functions within their assigned environments.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

MINIMUM TRAINING & EXPERIENCE: Willing to train.

CONDITIONS OF EMPLOYMENT: Some evenings and weekends might be required.

BOWIE STATE UNIVERSITY POSITION DESCRIPTION

Title: Intramural & Recreation Student Assistant	PIN:
Job Group:	Job Class Code:
Department: Intercollegiate Athletics & Recreation	Grade/Pay Level:
Departmental Approval By: Clyde Doughty	Date: 8/21/18
Human Resources Approval By:	Date:

REPORTS TO: Assistant Athletic Director for Intramurals and Recreation

PURPOSE: Assist the Assistant AD for Intramural and Recreation with day to day operations of intramural and recreation activities and other duties as assigned.

DUTIES & RESPONSIBILITIES:

- **Intramural and recreation administration:** Working with the coordinator the student assistant will assist with budgeting, marketing, promotion, department and office management, campus management (working with department on campus), external management (alumni, donors, sponsors, family and friends), social development of students, facilities oversight and media relations.
- **Compliance:** Work with the coordinator to assist with the management of NIRSA compliance issues and institutional policies related to intramural and recreation programming. The student assistant will gain experience in NIRSA regulations.
- **External Affairs:** Shadow the coordinator to gain experience with sponsorship, fund raising, and special projects.
- **Media Relations:** Work with the coordinator and sports information department with the management of publicity of the program, statistical retention and dissemination, website and other social media management.
- **Facility Management:** Work with the coordinator to assist with all aspects of facility management (set up, game operations, breakdown), equipment management and storage.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Organizational skills, familiarity with intramurals and recreation activities, tasks driven, responsible, good interpersonal and time management skills.

MINIMUM TRAINING & EXPERIENCE: Current student pursuing a degree.

CONDITIONS OF EMPLOYMENT: Some evenings and weekends required.

BOWIE STATE UNIVERSITY POSITION DESCRIPTION

Title: Media Relations Student Worker

PIN:

Job Group:

Job Class Code:

Department: Media Relations

Grade/Pay Level:

Departmental Approval By: Clyde M. Doughty, Jr.

Date:

Human Resources Approval By:

Date:

REPORTS TO: Assist Athletic Director for Media Relations

DUTIES & RESPONSIBILITIES:

Individuals will work with the Assistant AD for Media Relations to assist with sports information, social media, featured stories, marketing & public relations. Positions will be responsible for social media coverage of Bowie State University athletic activities and events, general sports information reporting, and assisting with web content upkeep and maintenance. Position will work in conjunction with the Bowie State coaching staff and administration to assist with the promotion and communication of information regarding student-athlete success, and all of the achievements of the intercollegiate athletic and recreation program.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Must possess good writing skills, a working knowledge of all social media platforms, and great interpersonal skills.

MINIMUM TRAINING & EXPERIENCE: Will to train

CONDITIONS OF EMPLOYMENT: Some evenings, holidays and weekends required

