



Job Description

Job Title: Athletics Operations Assistant S/W

FLSA Status: Non-Exempt – Part-Time

Grade: N/A - Student Employment

Department: Athletics

Reports to: Athletic Director

Job Summary

The Athletic Operations Assistant is responsible for supporting the athletic department's day-to-day operations and assisting with game-day operations. This role includes various tasks to ensure the smooth functioning of the department, including managing equipment, preparing facilities, assisting with event setup and takedown, and providing support to the Athletic Director during home athletic contests. The Athletics Operations Assistant will be involved in coordinating logistics for athletic events, ensuring all necessary materials and resources are in place for home games, and assisting with general administrative duties and game operations. This position requires excellent organizational skills, the ability to multitask, and a passion for supporting college athletics and will provide valuable experience in sports management, event coordination, and athletic operations.

Essential Functions *(Employees of the District must be able to perform, with or without reasonable accommodations, the essential functions of the position as detailed in this section.)*

- Assist in the preparation and setup for game day events, including arranging equipment and supplies.
- Provide logistical support during games, ensuring the smooth operation of the event. This may include admissions coverage, camera operation, video board operation, and in-game monitoring.
- Help with the breakdown and cleanup of game day facilities and equipment.
- Assist in maintaining inventory of athletic equipment and supplies.
- Provide administrative support to the athletic department, including filing, data entry, and other clerical tasks.
- Ensure facilities are prepared and maintained for practice and competition.
- Provide general support for day-to-day activities within the athletic department as assigned.
- Other duties as assigned.

Minimum Qualifications *(Employees of the District are required to possess a minimum proficiency level of English, both written and spoken, that will enable them to communicate safely, effectively, and efficiently with students, co-workers, and the public.)*

- High school diploma or GED equivalent.
- Good conduct and Academic Standing with the college.
- Gillette College Student currently enrolled.
- Cumulative GPA is 2.0 or greater.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

Preferred Qualifications

- Previous work experience consistent with the position.

Competencies for Successful Performance

Knowledge of:

- Athletic events such as soccer, volleyball, basketball, and rodeo.
- Office procedures, methods, and computer equipment and programs.
- Work safety principles and practices.

Ability to:

- Understand and follow safety procedures.
- Organize work tasks and work independently.
- Meet work schedules and deadlines.
- Understand and follow oral and written directions.
- Maintain the confidentiality of information and professional boundaries.

Skill in:

- Performing various duties, frequently changing from one task to another.
- Interpersonal skills necessary to develop and maintain appropriate and effective relationships in the workplace.

Supervisory and Management Responsibility

- None

Physical Demands *(The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)*

- This position involves physical demands such as exerting up to 50 lbs. of force occasionally and/or up to 20 lbs. of force frequently and up to 10 lbs. of force constantly to move objects.
- Office working conditions – moderate periods of sitting and standing
- Schedule may include nights and weekend

How To Apply:

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at <https://gillettecollege.org/careers>), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to hrteam@gillettecollege.org.

Equal Opportunity and Affirmative Action Employer

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