

Student Employment Job Description

Job Title:	Athletic Support/Facility Attendant/Game Day Staff (CWS504/WPS504)
Department:	Athletics
Rate of Pay:	2026/27 AY \$15 per hour
Location:	Columbia College South well Complex 1001 Rogers St. Columbia, MO 65201
Posted Date:	August 31, 2026- August 21, 2027
Supervisor:	Samantha Strohschein Graduate Assistant
Purpose/Summary:	The gym attendant will be responsible for ensuring that only authorized guests are using the CC facilities. Students will also work in the intramural program.
Essential Functions:	• Making sure the facilities are being used properly and ensuring the facilities are open even on days when the campus is closed due to weather • Stocking supplies • The area secure • Make sure all appropriate procedures are followed • Other duties as assigned • Attendance is also required on days when the campus is closed due to weather • Officiating • Scorekeeping • Sign-ins • Set up and tear down • As a member of the game day staff, you will be required to assist with the operations of home athletic events. • Assist in Intramural events • Light cleaning as needed • Assist at Intercollegiate team Strength & Conditioning sessions • Perform job duties in accordance with Columbia College's vision, mission and values, and contributes to the development of the Athletic Department. • Practice superior customer service. • Fulfill additional responsibilities as assigned. • Display respect and civility to all constituencies in all communications. • Attend work timely and on a regular basis during the established hours of operation; work additional hours as business necessitates.
Qualifications:	• Ability to fluently read, write, and understand the English language. • Proficiency with the following, but not limited to: active listening; speaking; writing; critical thinking; judgment and decision making; monitoring; reading comprehension; time management; coordination; and management of personnel resources.

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| | <ul style="list-style-type: none">• Proficiency in using a variety of computer and technology-related software and equipment, including Microsoft Office products and database systems.• Proficiency in using web-based technologies, including database systems.• Ability to work independently and in a team environment, with or without direct supervision.• Excellent communication, interpersonal, customer service, and organizational skills. |
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