

Position Description

POSITION PROFILE

Position Title: EOU Game Management / Operations Student Assistant

EOU Department/College: Athletics

EOU Supervisor Title: James Carlson, Sports Information Director

Typical Job Duration: Academic year, potentially including summer depending on athletic schedules and events.

Job Level: Level 1, \$13.20

Type of Schedule/Typical Hours: Flexible; primarily required during game days, evenings, and weekends. Specific hours depend on the athletic event schedules.

Typical Number of Hours Per Week: Varies, approximately 10-15 hours per week, depending on the season and event schedules.

POSITION INFORMATION

Student Position Description Summary:

Assist EOU athletic staff with game management operations, including but not limited to Live stream/video, music, game day flags set-up, media table, and many other responsibilities. Student assistants will also assist in weekly logistics as a part of the EOU Athletic Department as it hosts intercollegiate competitions. If you are applying for specific game day positions such as: Social Media, Content Creation, Announcing/Broadcasting, Office Administration, or

Photography, please state which area you are interested in on your resume and expect to be interviewed after applying.

Job Duties/Responsibilities/Essential Functions:

- Manage live streaming and video operations for games.
- Set up and operate the game day music and flag presentations.
- Prepare and manage the media table and related communications equipment.
- Assist in coordinating logistics for hosting intercollegiate athletic events.
- Engage with social media platforms to promote events and create engaging content, if applicable.
- Perform announcing or broadcasting duties, if applicable.
- Carry out general administrative tasks to support the athletic department.

HIRING CRITERIA

Minimum Qualifications:

- Attending EOU and enrolled in at least 6 Undergraduate credits per term (on campus or online)
- Have the ability to work nights and weekends
- Federal Work Study Award accepted, but not required

Preferred Qualifications:

- Prior experience in an athletic setting or a similar work environment.
- Demonstrated experience working with diverse student and community populations.

Desired Knowledge, Skills & Abilities:

- Excellent interpersonal and customer service skills when working with both colleagues, students, and the public
- Prior work in an athletic setting or similar work environment preferred, but not required
- Professional work ethic and independent time management skills
- Strong critical thinking skills and the ability to respond quickly
- Flexibility and positive attitude about working in a fast-paced environment
- Detail oriented on various tasks and projects
- Demonstrated experience working with diverse student and community populations preferred

STUDENT LEARNING OUTCOMES

As a result of completing this internship, the student will:

Academic Learning Outcomes:

- Develop an understanding of sports management and operations through practical experience.

Industry Learning Outcomes:

- Gain hands-on experience in athletic event planning and execution.

Career-Readiness Learning Outcomes:

- Enhance skills in teamwork, communication, and event management.

PROFESSIONAL DEVELOPMENT & TRAINING

Professional Development & Training

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

LEARNING ASSESSMENT & PERFORMANCE EVALUATION

Learning Assessment and Performance Evaluation

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework