

**Job Title**  
**Office/Department**  
**Location (Building)**

Athletic Department Filmer  
Athletics  
Sport Center

**Length of Employment**  
**Job Wage Rate or Range**  
**Position Summary**

Academic year  
\$7.25  
Filming of practices/games.

**Principal Duties  
and Responsibilities**

Filming of practices/games.

**Knowledge Skills and Abilities**

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

**Additional Job Qualifications**

**Expectations**

Must be able to work afternoons and weekends.

**Working Conditions**

Outside in weather & inside in climate control.

**Other**

Knowledge of video equipment helpful