

**Work-study Job Description Form  
University of the Incarnate Word**

**Department:** Athletics

**Location:** Convocation Center

**Supervisor:** Brian Davis

**Supervisor Phone:** 210-805-3095

**Supervisor E-mail:** wbdavis@uiwtx.edu

**Job Title:** Athletics Camp Coordinator

**Hourly Pay Rate** (cannot be updated mid-year): \$10.00

**How is the pay rate determined?** (check all that apply)

Experience     Grade Level     Other:

**Purpose/Role of the position:**

This position will assist the Associate Athletic Director for Business Affairs with athletics camps.

**General Length of FWS Agreement:**     Annual basis     Semester basis

**Job Description and General Duties:**

The athletics camp coordinator's primary responsibilities will include completing all necessary paperwork to ensure all camp employees are properly cleared to work. The coordinator will also need to assist with walk-up camp registrations.

**Physical Demands:** Ability to lift equipment, tools, and/or materials weighing up to 25 pounds waist high. May be required to stand for extended periods of time.

**Work Hours:** Must be willing to work nights and weekends.

**Special Skills:**

Experience in any of the following would be beneficial: Microsoft Excel, Blackboard.

**Community Service- Does this position perform any job duties that support the creation or execution of community service opportunities and/or events? – YES**  **NO**

\*\*Supervisors: Please indicate if employee will be required to lift, stand for extended periods of time, wear closed shoes, uniforms, protective eyewear, etc.\*\*