Welcome

- You are VITAL to the success of the Athletic Department
- Opportunity to work an “easy job”
- Help pay for some of your education
- Responsibility—you represent WSU Athletic Department
- Valuable work experience/preparation for “real world”
- Reference
- Fill out all paperwork
- Read the handbook!
- Thank you!!
Work Study Positions in Athletics

- Home Game Management
- Equipment Room
- Study Hall Monitor
- Intramurals
- Athletic Training
- Team/Office Support – once fall game schedule is fully staffed
Job Descriptions

Event Management

WSU hosts over 100 home game athletic contests during the academic year and we need your help! Positions available include but are not limited to PA announcing, music, scoreboard operating, video camera operating, statisticians, ball retrieving, field setup, and other duties as assigned.

Working hours will include evenings and weekend afternoons.

ALL Work Study students that are assigned to a non-Event Management role must still work a minimum of two (2) Fall home game contests and two (2) Winter and/or Spring home game contests for a total of four (4) home game contests throughout the academic year.
Event Management

Sport Event Management:

**Ball (13 positions/game)** – Chain Gang (4), Clip Recorder, Ball Retrievers (4), SID Spotter, Live Video, Field Setup (2)

**Hockey, Men’s & Women’s Soccer (9 positions/game)** – Ball Retrievers (4), Coaches Camera, Music, Scoreboard Operator, Live Video Stream, Field Setup

**Eyeball (9 positions/game)** – Line Judges (2), Ball Retrievers (3), Libero Tracker, Scoresheet, Scoreboard Operator, PA/Music

**Other Sport Event Management:**

**Women’s Hockey (4 positions/game)** – Penalty Box (2), Scoresheet, Coaches Camera (NOTE: transportation provided by the SID for those without a car)

**Women’s Basketball (4 positions/game)** – Ball People/Towel (2), Coaches Camera, Scorebook

**Men’s Basketball (4 positions/game)** – Ball People/Towel (2), Coaches Camera, Scorebook

**Softball (9 positions/game)** – Ball Retrievers (4), Coaches Camera, PA/Music, Scoreboard Operator, Live Video Stream, Field Setup

**Softball & Softball (6 positions/game)** – Ball Retrievers (2), PA/Music, Scorebook/Stats, Field Crew (2)
Job Descriptions

Study Hall Monitor

Monitor behavior and enforcing the rules in student-athlete study halls (low music only with headphones, no tutoring, no talking, no cell phones, no facebook, etc.).

Assist the student-athlete by mentoring and answering questions about where campus resources can be found to receive tutoring, advising, etc.

Monitors will need to sign students in and out with Accutrack computer program (no prior knowledge of this program is necessary).

Approximately 10-15 Work Study positions are available during the academic year and the average work week will consist of 6-7 hours.

Study Hall hours are Monday & Wednesday 1:45pm-11pm, Tuesday & Thursday 12:45pm-11pm, Friday 12:20pm-7pm, Sundays 2pm-11pm. (Hours are subject to change. Closed on school holidays).
Job Descriptions

Equipment Room

Students will be assigned to specific teams based on availability and will work closely with the coaches and athletes of those teams.

- Assist with washing, drying, and folding/hanging team laundry before/after practices and games.
- Inventory management and maintenance of athletics equipment and apparel.
- Other duties as assigned.

Approximately 6-8 Work Study positions are available during the academic year and the average work week will consist of 6-7 hours. Hours may include weekends and evenings.
Job Descriptions

Intramurals

• Intramural sports may include flag football, soccer, softball, whiffleball, basketball, volleyball, and street hockey.

• Job responsibilities include Referee (training is provided).

Approximately 6-8 Work Study positions are available during the academic year and the average work week will consist of 6-8 hours. Intramurals run in the fall, winter, and spring. Intramurals usually occur Sunday-Thursday evenings and nights during the academic year.
Athletic Training

- Set up athletic training room for daily activities and cleaning
- Maintain daily records of treatment and rehab
- Restock medical supplies
- Setup and breakdown of fields (must have valid license to drive golf cart)
- Sideline/bench coverage during home games
- Maintain coolers and water bottles
- Monitor athletic training room during afternoon hours
- Laundry (retrieve, fold and put away)
- Other duties as directed by Certified Athletic Trainers

Approximately 3-4 Work Study students are needed. It is preferred that they are not a student-athlete or if they are a student-athlete, they are not in season. The student must be available to work in the afternoon, evenings, and some weekends.
Jobs For Teams After Fall/Winter/Spring Games Are Fully Staffed

Team/Office Support

**Baseball** some of the duties include helping with the development of the media guide and alumni newsletter, campus tours with recruits, scorebook, typing jobs, playing music at home games and helping with the grounds crew.

**Women’s Basketball**- attend select practices to run the clock and compile stats. Attend all games and process game film after the conclusion of the game. The work study student also needs to be available occasionally work in the office to help with recruiting paperwork and mailings.

**Football**- video record practices and games, upload film to HUDL software, create weekly highlight ms, and create a highlight film at the end of the season. This student must be available to work in the afternoon (usually 4-6pm) Monday-Thursday during the football season as well as home games, sometimes in adverse weather conditions.

**Athletic Office/NCAA Compliance & Eligibility**- some of the duties include assisting with compliance paperwork and filing of NCAA forms, data entry, and assisting the athletic office staff where needed.
Attendance Policy

• Regular attendance is MANDATORY.
• If conflict, notify supervisor well in advance by email, telephone, or text.
• You MUST find a replacement (Directory Provided)
• Arrive Early
  • Football Games – ONE (1) Hour Prior
  • Other Games - THIRTY (30) Minutes Prior
  • Non-Event Work/Study – FIVE (5) Minutes Prior
• Warnings
  • First Offense – Verbal Warning
  • Second Offense – Loss of Shift
  • Third Offense – Grounds for Dismissal
  • No show/no call – Grounds for Dismissal
• Schedule
  • Schedules are created approximately ONE (1) week in advance
    • Work week is Sunday – Saturday
  • Let your supervisor know of conflicts in your schedule ahead of time
Dress Code

All Work Study students in Athletics must adhere to the following dress codes:

**Event Management**

- HIGHLY RECOMMENDED that you check the weather forecast ahead of time if you are working an outside sporting event.
- The Site Supervisor will hand out to all event management workers a clean and washed “Event Management” t-shirt prior to the game that you are expected to wear during the event and will hand back in after the completion of the event.

**Intramurals**

- Dress respectfully in relation to the role you are serving
- A department issued shirt will be provided
- Take weather into consideration

**Wellness Center (Equipment Room)**

- Dress respectfully (khaki shorts or pants)
- A department issued shirt will be provided
Technology

Cell Phones are for EMERGENCIES ONLY
Payroll

• Check in with on-site game supervisor at the beginning and end of each shift
• Supervisors will submit report to payroll
• Paid every two weeks – must have direct deposit
• Enter SSTA hours every Wednesday by Noon for that current week
Event Management
Adam Peloquin, On-Site Game Coord. apeloquin1@Worcester.edu
Dr. Dirk Baker, Coord. of WS HGM dbaker1@Worcester.edu
Athletic Directors (Mudd, John Meany, Lindberg, Tessmer) cover home football, ice hockey, other

Intramurals
Brittany Rende, Intramurals Manager brende@Worcester.edu

Equipment Room
Dave Lindberg, Assistant Athletic Director dlindberg@Worcester.edu

Study Hall
Kelly Downs, Coordinator of SA Support kdowns@Worcester.edu

Athletic Training
Jessica Meaney, Head ATC jessica.meany@Worcester.edu
Questions?