



Sweet Briar College is a women's liberal arts institution, located in Central Virginia approximately 12 miles north of Lynchburg and 60 miles south of Charlottesville. Founded in 1901, the College's curriculum encompasses a comprehensive baccalaureate program in the arts, sciences and humanities, as well as graduate programs in education. It is one of two women's colleges in the United States offering an ABET-accredited engineering degree. As an Equal Opportunity Employer, Sweet Briar College is committed to enhancing our community and encourages applications from qualified individuals with varied backgrounds, experiences and ideas who would increase the diversity of the College.

Job Title: Athletics Event Staff

Classification: Class I

Reports To: Neil Brown, Sports Information Director

Must be work-study eligible

Job Summary/Objective: Assist the sports information director by running the scoreboard/clock and live stream setup during home games.

Position Type/Expected Work Hours: Hours vary depending on event schedule. Evening and weekend work is common.

Supervisory Responsibilities: N/A

Essential Responsibilities:

- Arrive 30 minutes prior to event's scheduled start time to assist with any remaining event setup.
- Show up to work wearing Sweet Briar College clothing, as you'll be serving as a visual ambassador for the college and athletic department.
- Run the live stream setup and computer or scoreboard/clock dependent on game assignment.
- Assist sports information director with tear down and packing of equipment once the game has ended.

Required Qualifications:

- Willingness to learn new skills and represent the college in a public setting

Preferred Qualifications:

- Knowledge of soccer, field hockey, and lacrosse.
- Training will be offered for operating both the live stream setup and scoreboard/clock.

Work Environment: Outdoors for two-three hours in a variety of weather.

Physical Demands: Standing for two-three hours at a time.

Travel: N/A

Deadline for Submission: N/A

Other Duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

How to Apply: If applying for a student position, please submit a cover letter, résumé, three professional references and your course schedule to nbrown@sbc.edu.

Job Description Category Guidance

Job Title: Name of the position

Classification: Exempt or nonexempt under the Fair Labor Standards Act (FLSA). For student employment, enter the pay Class here (i.e. Class I, II, III, or IV).

Reports To: Title of the position this job reports to

Job Summary/Objective: Summary and overall objectives of the job

Position Type/Expected Work Hours: Full time or part time, typical work hours and shifts, days of week, and whether overtime is expected (Note: Student workers cannot work more than 20 hours per week.)

Supervisory Responsibilities: Direct reports, if any, and the level of supervision

Essential Responsibilities: Essential functions, knowledge, skills and abilities, including how an individual is to perform them and frequency at which the tasks are performed. The tasks must be part of the job function and truly necessary or required to perform the job.

Preferred Qualifications: Preferred education and experience based on requirements that are job-related and consistent with College needs

Work Environment: Physical environment, including temperature, noise level, inside or outside, or other factors that will affect the person's working conditions while performing the job

Physical Demands: The physical demands of the job, including bending, sitting, lifting and driving

Travel: Percentage of travel time expected for the position, where the travel occurs, such as locally or in specific countries or states, and whether the travel is overnight

Required Qualifications: Education and experience based on requirements that are job-related and consistent with college needs. Additional requirements such as certifications and experience working with certain equipment.

Other Duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.