



Federal Work-Study (FWS) Job Description

Department: Athletics

Position Title: Student Worker

Supervisor: John Sparks

Position Summary

Provide a brief overview (2–4 sentences) describing the purpose of the position and how it supports the department and Shawnee Community College.

Essential Duties and Responsibilities

- Provide front desk coverage for the Fitness Center during assigned hours.
- Assist students with equipment use and basic exercise guidance.
- Clean and sanitize fitness equipment and maintain a safe environment.
- Report damaged or malfunctioning equipment to the supervisor.
- Complete data entry, laundry, and other assigned duties.

Required Qualifications

- Federal Work-Study eligibility
- Enrolled SCC student
- Ability to maintain confidentiality (FERPA, if applicable)
- Reliable attendance and professionalism

Preferred Qualifications

- Interest in fitness, wellness, or athletics.
- Strong customer service and communication skills.
- Dependable, organized, and self-motivated.
- Ability to work independently and as part of a team.

Knowledge, Skills, and Abilities

- Effective verbal communication and interpersonal skills.
- Ability to provide excellent customer service.
- Strong organizational and time management skills.
- Ability to follow instructions and maintain a clean, safe work environment.
- Basic computer and data entry skills.

Working Conditions

Work is performed primarily in the campus Fitness Center and office environment. Duties require standing, walking, and occasional lifting of up to 25 pounds. The position involves regular interaction with students, staff, and visitors, as well as routine cleaning of fitness



equipment and facilities. Students may use standard office equipment, computers, and fitness equipment while following all college safety policies and procedures.

Work Schedule

Schedule determined around the student's class schedule.
A minimum of 15 hours per week availability is requested.

Learning Outcomes

- Develop leadership and customer service skills.
- Gain experience in fitness center operations and facility management.
- Strengthen communication, teamwork, and professionalism.
- Build organizational and workplace responsibility skills.
- Increase knowledge of health, wellness, and recreation services.

Acknowledgment

Students are expected to comply with all Shawnee Community College policies, maintain satisfactory academic progress, and perform assigned duties in a professional manner.