

**Holy Cross College**  
**Student Employment**

**Title:** **Pfeil Athletic Center Assistant**

**Department:** Athletics

**Supervisor:** Tyler Braidic

**Email:** [tbraidic@hcc-nd.edu](mailto:tbraidic@hcc-nd.edu)

**Schedule:** Approximately 10 hours per week to be determined with the supervisor.

**Rate of pay:** \$7.25 per hour

**Location:** Pfeil Athletic Center front desk

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**Purpose**

This position greets and monitors guest entry to the Pfeil Athletic facility and handles guest requests in regards to equipment use and checkout of equipment. Assists athletics staff as required.

**Essential Job Duties:**

- Greet guests pleasantly when entering the facility
- Game day assistance for home soccer and basketball games
- Record guest entry into the facility
- Keep supervisor informed of any emergencies or equipment failure
- Keep all equipment clean
- Provide supervision and help for all guests entering weight, cardio, and running track areas
- Check in/out basketballs, volleyballs, towels, and any other equipment provided at the front desk
- Provide assistance at other events held in the Pfeil Center
- Other duties as assigned

**Minimum Education, Skills and Abilities:**

- Basic understanding of all workout equipment and its intended use
- Ability to work flexible work schedule including evenings and weekends as necessary to serve the needs of the department
- Must be CPR/AED certified
- Ability to be professional, pleasant and courteous at all times