

Definition of meaningful work at Berry

At Berry College, meaningful work creates a sense of purpose and accomplishment, contributing to both personal fulfillment and the greater Berry community. Meaningful work is about feeling connected to something larger, feeling motivated and inspired to do our best. It's about understanding the value we bring and finding opportunities where our efforts truly matter. Meaningful LifeWorks jobs must provide student employees with positions that offer:

- **Clear Responsibilities and Goals:** Do student employees have defined tasks and responsibilities that contribute value to their department or the college, with specific goals and measurable outcomes?
- **Intentional Development:** Are there structured opportunities and support systems for students to enhance their professional skills, with clear expectations for their performance and growth?
- **Consistent Engagement:** Are student employees primarily involved in their job tasks (or professional development activities) during work hours, avoiding distractions like personal phone use, scrolling online, doing homework or other unrelated activities?

Job descriptions Athletics-sport specific positions

There are four categories of jobs that can be used, these are based on previous positions in the system. You may submit jobs within any one of these categories, but these positions cannot exceed beyond an Entry or Intermediate classification. Keep in mind that we are moving away from jobs being student centered and more about the actual job responsibilities. These jobs should not be classified out of the Entry classification unless there is an increase in job responsibilities.

The four categories are listed below with suggested job titles, job descriptions, and career readiness skills.

1. Laundry and Facilities

Job title options: Entry: Laundry/Facility Assistant; Intermediate: Laundry/Facility Associate
Examples: Baseball Laundry Assistant or Beach Volleyball Facility Assistant

Job description: The Laundry Assistant will play a crucial role in supporting the (sport specific) program by ensuring that team uniforms, gear, and equipment are cleaned, sanitized, and prepared for use. Attention to detail and efficiency will contribute directly to the overall success of the athletic teams.

Responsibilities:

1. Laundry Operations:

- Collect, sort, wash, dry, fold, and distribute athletic team uniforms, towels, and other gear according to specified guidelines.
 - Operate washing machines, dryers, and other laundry equipment efficiently and safely.
2. Inventory Management:
 - Maintain accurate records of inventory levels for uniforms, towels, and other gear.
 - Monitor and report any shortages or damages to the appropriate personnel.
 3. Communication and Collaboration:
 - Coordinate with coaches, athletic trainers, and equipment managers to fulfill laundry needs in a timely manner.
 - Communicate effectively with team members to ensure smooth operations and address any issues promptly.

Job description: Field/Facility Assistant

As an Athletic Team Groundskeeper, you will be responsible for the maintenance and upkeep of athletic fields and facilities. Your role is essential in ensuring a safe, well-groomed, and aesthetically pleasing environment for athletes, coaches, and spectators.

Responsibilities:

1. Field Maintenance and facility upkeep
 - Mow, edge, and maintain athletic fields to ensure proper playing conditions.
 - Paint and line fields according to sport-specific requirements.
 - Overseed, fertilize, and aerate turf as needed to maintain quality grass cover.
 - Maintain cleanliness and functionality of athletic facilities, including dugouts, seating areas, and spectator areas.
 - Ensure proper drainage and irrigation systems are functioning effectively.
 - Prepare fields and facilities for seasonal changes, including winterization and spring preparation.
 - Coordinate with athletic schedules to prioritize field usage and maintenance activities.
2. Team Collaboration:
 - Work closely with athletic coaches, trainers, and administrators to meet specific field requirements for practices, games, and events.

Career readiness skills: Professionalism, Communication, Teamwork, Diversity and Belonging

2. Office Administration

Job title options: Entry: Office Assistant; Intermediate: (sport specific) Office Associate

Example: M. Lacrosse Office Associate

Job description: The (sport specific) Office Assistant provides essential administrative support to the (sport) program. This role is crucial in ensuring the smooth operation of day-to-day activities and supporting the overall mission of the department.

Responsibilities:

1. Administrative Support:

- Assist in managing the daily operations of the (sport specific) office.
 - Answer phone calls, respond to emails, and handle inquiries from athletes.
 - Maintain filing systems, databases, and records related to athletes, and schedules.
 - Assist with recruitment and data entry in FrontRush.
2. Event Coordination:
 - Assist in the planning, organization, and execution of athletic events, including games, tournaments, and special events.
 - Coordinate with facilities management, groundskeeping, and other departments to ensure proper setup and logistics for events.
 3. Financial and Budget Support:
 - Assist with processing invoices, expense reports, and budget tracking for the Athletic Department.

Career readiness skills: Professionalism, Communication, Teamwork, Diversity and Belonging

3. Job category: Video/Social Media

Job title options: Entry: Filming Assistant or Social Media Assistant; Intermediate: Filming Associate or Social Media Associate

Example: Cross Country Social Media Assistant or M. Soccer Film Assistant

Job description: The Video/Social Media Coordinator for (sport specific team) plays a pivotal role in capturing and promoting the dynamic spirit of our athletic programs through compelling video content and engaging social media strategies. This position combines creativity with technical skills to enhance the visibility and reputation of our teams both on and off the field.

Responsibilities:

1. Social Media Management:
 - Develop and execute social media strategies to increase engagement, followership, and brand awareness for (sport specific) athletic team.
 - Create and schedule posts across various platforms (e.g., Instagram, Twitter, Facebook) that highlight game updates, athlete achievements, and behind-the-scenes content.
 - Monitor social media channels, respond to comments/messages, and maintain a positive online presence for the athletic teams.
2. Game Day/Practice Coverage:
 - Capture live action footage during games and practices.
3. Content Coordination:
 - Collaborate with coaches, athletes, and staff to identify storytelling opportunities and create content that showcases the unique aspects of (sport specific)

Career readiness skills: Professionalism, Communication, Teamwork, Diversity and Belonging

4. Job category: Team support (previously listed as “team manager”)

Job title options: Entry: Team Assistant; Intermediate: Team Coordinator

Example: Softball Team Assistant

Job description: The Team Assistant for (sport specific) plays a pivotal role in assisting with all areas of the (sport) program. This includes practice and game day support, assisting with travel, equipment and other administrative tasks.

Responsibilities:

1. Team Support:
 - Assist coaches and athletes during practices, games, and events by setting up equipment, managing inventory, and ensuring facilities are prepared.
 - Coordinate with coaching staff to facilitate efficient practice sessions and game-day operations.
2. Administrative Tasks:
 - Assist with team schedules, calendars, and communication tools to ensure all members are informed of practice times, games, and other events.
 - Help organize team meetings, events, and activities to foster team cohesion and communication.
3. Game Day Operations:
 - Assist with game day preparations, including setup of benches, team equipment and other game-related logistics.
 - Provide in-game support such as managing the bench area, tracking statistics, and supporting coaches with any immediate needs.

Career readiness skills: Professionalism, Communication, Teamwork, Diversity and Belonging