

# Esports Office/Facility Assistant- Part time

This position is: OPEN

**Job Number:** 425 **Posted:** 11/17/2020 **Revised:** **Location:** St. Davids -- **Posting Type:** Staff

## Position Summary

Assistant position is a part time position working with the Esports team and within the facility.

Must have strong team building/management skills; ability to work across academic and administrative departments in a cooperative manner; strong written and verbal communication skills; ability to coordinate collaborative efforts; demonstrated experience in program management, and leadership; ability to interact with members of the public and media; ability to supervise students operating the equipment; understanding of the student-athletes' commitment to academics; ability to lift and carry up to 10 lbs. frequently, and up to 50 lbs. occasionally. Strong technology skills are required. This includes familiarity with software and hardware equipment associated with Esports.

As a part of the job responsibilities associated with this position, knowledge of rules and regulations set forth by the NCAA and conference should be maintained, reviewed and practiced to ensure compliance relative to those applicable duties.

## Responsibilities

Assist with the management, and operation of the Esports team during practice and game competition. Assist with the direction of daily practice, player equipment. Assist with video setup and preparation.

Assist with the oversight of the Esports facilities in St Davids. Assist with maintaining, monitoring and the cleanliness of all Esports equipment.

Assist the Head Coach with public relations and fundraising activities. Serve as one of the faces of the Esports program. Assist with expanding the availability of the program.

Assist with building a team environment consistent with EU Athletics core values which are respect, integrity, sportsmanship, service, and excellence.

Assist Head Coach with coordination of engagement activities.

Knowledge of rules and regulations set forth by the NCAA and conference should be maintained, reviewed & practiced to ensure compliance relative to those applicable duties.

This position may require other assignments as assigned by the Head Coach / Director of Athletics. These could include game management & working with staff at special events.

## Qualifications

Gaming experience required. Office Assistant experience in higher education or similar program is highly preferred.

## About Eastern University

Eastern University is a Christian university of the arts and sciences that integrates faith, reason and justice for students in its undergraduate, graduate, Seminary, urban, professional and international programs. **Applicants should have a religious commitment compatible with its mission and be willing to support the mission and vision of the university.** The university complies with federal and state guidelines of nondiscrimination in employment; members of protected classes encouraged to apply.

## Background Checks

Standard University employees are required to complete the background clearance process. Employment is contingent upon the successful results of an employment background screening. The employment background screening may include but is not limited to your consumer credit history (for positions that work with the university finances or alumni funds only), verification of education and professional credentials, criminal history, driving history, residency, immigration status, performance, references, and other qualities pertinent to your qualifications for the following position.

Youth Clearances are required for positions with direct contact with children and essential personnel positions. Employees working with or around minor age children are required to complete the youth clearance process which includes the following four child protection clearances:

- 1) Affidavit;
- 2) FBI Criminal Record Check;
- 3) Pennsylvania Department of Human Services Child Abuse History Clearance and;
- 4) Pennsylvania State Police Criminal Record Check.

In accordance with state laws, Act 73 of 2007, Act 153 of 2014, Act 168 (relating to the Child Protective Services Law), school employees of Eastern University who will have "direct contact with children" must complete the background check process prior to employment. Results must be submitted within ten days of receipt.

## **Description Disclaimer**

This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned.