

# Iowa Soccer Manager Job Posting

**BASIC FUNCTION AND RESPONSIBILITY:** Coaches and players spend their time focusing on practice and games. Student managers handle many of the behind-the-scenes organizational tasks which are critical to the success of the program. This entails showing up early for set-up and staying late for teardown and clean-up of all practices and competitions.

## **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Attend all team practices/games.
- Set-up and tear-down of practice equipment
- Basic equipment maintenance/cleaning
- Organize and participate in drills when needed.
- Daily assisting with Catapult: Heart Rate monitoring system
- Daily assisting with the organization and set-up/clean-up of team meals
- Filming all team practices and games
- Daily statistic keeping practices.
- Newsletter writing
- Pre-game set up on game days.
- Travel with team to competitions
- Load and unload equipment on bus
- Do laundry during away trips.
- Assist with day-to-day social media.

## **QUALIFICATIONS:**

- Full time student (undergraduate or graduate) registered for a minimum of 12 credit hours.
- A valid U.S. driver's license and ability to meet the UI Driving safety standards.
- Ability to lift up-to 50 pounds.
- Detail oriented with good time management and organizational skills.
- Must be a good independent problem solver.
- Must be self-motivated, active and take initiative.
- Knowledge of soccer and positive motivational techniques around elite athletes preferred.
- Proficiency in Microsoft Office software
- Experience filming athletic competitions preferred.
- Experience with Photoshop/InDesign as well as video editing software is preferred.
- Experience using social media platforms (Instagram, Facebook, Twitter, etc.) and creating content for social media accounts.

## **BENEFITS:**

- Opportunity for partial scholarship based on years with team.
- Early class registration privileges
- Nike Iowa Apparel
- Per diem while in travel status
- Opportunity for camp employment
- Academic services provided at the Gerdin Academic Learning Center

## **WORK SCHEDULE:**

Must be able to work from 7-11am M-F, Saturday and Sunday afternoons. Our main season is in the fall and game days are typically Thursdays and Sundays.

Schedule varies during break periods and during Spring Season.

Begins July 31, 2023.

All years in school encouraged to apply.

**TO BE CONSIDERED FOR THIS POSITION** please email your resume and cover letter by April 14<sup>th</sup> to Stephanie Burak at [Stephanie-Burak@uiowa.edu](mailto:Stephanie-Burak@uiowa.edu)