



IVCCD

NOTICE OF VACANCY

POSTED INTERNALLY:

8/6/2021

MAY BE POSTED EXTERNALLY:

8/6/2021

- POSITION:** Athletic Field Maintenance
- STATUS:** Part-Time - 19 hours or less
- CLASSIFICATION TYPE:** Stipend
- LOCATION:** Marshalltown Community College
- JOB SUMMARY:** Duties include, but are not limited to the following: Provide supervision and management of field maintenance for the MCC athletic fields. Work will entail cutting grass, understanding growing patterns use of growth inhibitors, fertilizing, watering, general cleaning of fields interior and exterior areas. Position is responsible for preparing field for practices and games as well as maintaining a collegiate look outside of the traditional playing season. Work with sports coaches to ensure their field maintenance needs are being met. Work with physical plant staff to ensure timely and cooperated purchasing of needed products. Work with and report needed assistance to physical plant staff for support in maintaining equipment, electrical issues, dugout or fence repairs, etc. Direct report is to the Director of Athletics. Work duties are expected all year long.
- EDUCATION/
EXPERIENCE:** High school diploma or high school equivalency diploma (HSED) required, Associate degree preferred.
- ABILITIES:** Requires independent decision making, ability to exercise good judgment, and critical thinking skills. May work in an environment of shifting priorities, frequent interruptions, hectic pace, interaction with students, staff and/or the public. Working knowledge of computer software programs which may include Word, Excel, institutional mainframe computer system software, or similar programs. Excellent written communication skills including proficiency in business English, grammar, punctuation, and spelling. Ability to handle moderately to highly confidential matters and materials with discretion. Ability to work independently as well as be a collaborative team player in completing assigned tasks and meeting deadlines. Excellent customer service skills including phone and in-person reception etiquette. Proficiency with office machines including printers, copiers, fax, etc.
- BASE WAGE:** Stipend pay varies by position.
- BENEFIT INFORMATION:** N/A
- TO APPLY:** Internal Applicants: must send a completed Internal Application Request form to ivccdjobs@iavalley.edu. This form can be downloaded from SharePoint, under Intranet/Human Resources. If not submitting a cover letter and resume, please note that the existing documents from the HR file should be added to the form for committee review.
- If you experience issues completing the employment application online please update your web browser or use a different browser and try again.
- External Applicants: Please click here for our online application http://www.iavalley.edu/district/forms/affirmative_action.php.
- Applicants will be asked to include cover letter and resume once the on-line application is ready to be submitted. Contact information is also located on our website.
- Faculty Positions: Send unofficial transcript(s) with application materials. Official college transcript(s) will be required at the time of hire.
- Non-Faculty Positions: Official college transcript(s) will be required at the time of hire.
- Athletics/Coaches: Official college transcript(s) are required only if combined with a regular faculty or non-faculty position.
- CLOSING DATE:** Open until filled

IVCCD is committed to provide equal opportunities in its employment practices and policies for all employees and applicants for employment without discrimination on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, and veteran status.

Retaliation against any individual for reporting discrimination or assisting in providing information relevant to a report of discrimination is strictly prohibited by IVCCD and constitutes a violation of this policy.