

General Assistant - Athletics/Women's Basketball (Short
Term)
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=261355>

Downloaded On: Aug. 20, 2025 2:17am

Posted Aug. 19, 2025, set to expire Aug. 22, 2025

Job Title	General Assistant - Athletics/Women's Basketball (Short Term)
Department	Athletics
Institution	Cabrillo College Aptos, California
Date Posted	Aug. 19, 2025
Application Deadline	08/22/2025
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administration - Other
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Job Description

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General Assistant - Athletics/Women's Basketball (Short Term)

Cabrillo College

Salary: See Position Description

Job Type: Temporary, Hourly/Short-Term

Job Number: 2025-02036

Closing: 8/22/2025 11:59 PM Pacific

Location:

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Aptos, CA

Department: Athletics

Employment Opportunity

Are you interested in creating an amazing educational environment for students who are part of an equity driven community? Staff at Cabrillo College support quality programs and services to students that promote their diverse and evolving needs as they progress toward their individual educational goals. **Come join us in our vision to improve the world, *one student at a time!***

About the position: The School of Health and Public Service (HPS) Division is recruiting for a General Assistant II to assist the Athletics department on a short term and part-time basis. The work includes assisting the head coach with practice and game planning and management, collecting statistical data, scouting opponents, and recruiting potential student athletes. This position also includes driving a college van to away competitions. Days and hours are variable based on practice and game schedules. The ideal candidate will have direct experience in coaching the sport of basketball. Women's basketball is preferred, but not required.

Hourly Rate:\$19.50 per hour. Short-term and part-time assignment with variable hours based on the department's needs.

Estimated Duration of Assignment:This position is expected to run August 25, 2025 - May 22, 2026.

Typical Shift Times:Hours vary on practice and game schedules; standard practices scheduled for 6:00 p.m. to 8:00 p.m., Mondays through Fridays, with some Saturday games. Weekday afternoons, nights and weekends as required. 10-20 hours a week. Days and hours will vary based on the needs of the department.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assist head women's basketball coach with daily duties such as practice set up, practice planning, practice coordination, and drills.

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- Assist head women's basketball coach with game management and game duties, such as collecting and recording stats.
- Assist head women's basketball coach with recruitment of student-athletes, scouting, and promotion of program to the community.

Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Currency and depth of knowledge in women's basketball.
- Safe driving practices and techniques.
- Knowledge and understanding of the accountability and critical dimensions of equity.

Skills and Abilities to:

- Demonstrated ability to work cooperatively with others.
- Demonstrated responsiveness to, and understanding of, the racial, socioeconomic, academic, and cultural diversity within the community college student population, including students with different ability statuses (e.g., physical and/or learning) as these factors relate to the need for equity-minded practices in the classroom.
- Safely operate a vehicle on city streets and freeways.
- Support an inclusive work environment that fosters diversity, respect, and engagement.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

- A valid California driver's license and the ability to maintain insurability under the College's vehicle insurance program.

Additional Information

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Application Process:

1. Completed application
2. Attach resume

Please note:All application materials must be received by 11:59 pm on the closing date indicated above.

Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee. Application materials not required (including cover letters or letters of recommendation) for this position will not be reviewed. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.** A position eligibility pool may be established in order to fill other full-time, part-time, or substitute assignments as needs arise.

Selection Procedure

Meeting the posted requirements does not guarantee an interview. All notifications will be via email or phone call.

Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). Cabrillo is an [E-Verify](#) employer.

EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified

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applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/5012883/general-assistant-athletics-womens-basketball-short-term>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Athletics
Cabrillo College

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