

POSITION DESCRIPTION

Professional Staff

POSITION TITLE: **Athletics Administrative Assistant**

ORGANIZATIONAL UNIT:
Athletic Department

REPORTS TO:
Athletic Director

REVISION DATE:
April 2024

I. Narrative General Description

The Athletic Administrative Assistant reports directly to the Athletic Director and is responsible for providing support for the efficient operation of the athletic department and college athletic events. Responsibilities include, but are not limited to, answering phones, compiling reports for the administration, organizing and coordinating game day operations, assisting coaching staff and the administration, handling monies and budget processing, and performing general administrative assistant tasks related to running an efficient office.

II. Functional Responsibilities

- A. Perform administrative assistant duties including answering phones, developing reports, processing mail, handling finances and operational budgets, printing/copying, and developing materials for the respective programs.
- B. Responsible for the receipting, bookkeeping, processing, and reporting of athletic gate receipts, membership dues, fund-raising events, and special event payments for the Athletic Department.
- C. Coordinate all game day operations for home athletic events, including organizing and operating hospitality rooms; assisting the Athletic Director with game officials and game day workers; coordinating parking with local organizations; producing signage, parking/elevator/reception area passes; and, managing ticket sales/cash boxes, etc.
- D. Assist with campus visits for prospective student/athletes and their parents, give enrollment and tuition/fees/residence halls information, and coordinate campus tours as needed.
- E. Assist the Athletic Director with Booster Club activities, billing, advertising, and signage. Maintain accurate records of Booster Club packages and purchased advertising to be displayed at the respective college venues (e.g. stadium, gymnasium, ball fields, & workout facilities).
- F. Assist coaching staff and administration with processing requisitions and purchase orders within established budget parameters. Assist with tracking athletic department expenditures for reporting and in an effort to increase departmental efficiencies.
- G. Produce expenditure, revenue and fund-raising reports for the Athletic Department as directed.
- H. Assist the Athletic Director and coaching staff with producing and managing Letters of Intent (LOI's) as needed to ensure compliance with conference and NJCAA eligibility regulations.
- I. Assist the Athletic Director and coaching staff with collecting the required materials and program rosters for the Registrar/Eligibility Coordinator to ensure compliance with institutional, conference, and NJCAA eligibility regulations.
- J. Assist the Athletic Director and coaching staff with maintaining and supplying scholarship applications and tracker lists to the appropriate College offices (e.g. Financial Aid, Business

- Office, & Administration) as needed.
- K. Assist with the coordination and operation of annual Hall of Fame banquets, Distinguished Alumni Luncheon, homecoming activities, and student/athletic awards banquets.
 - L. Assist the Athletic Director and/or Sports Information Director with producing marketing materials, graphics, and press releases for the respective athletic programs and events as needed.
 - M. Assist the Athletic Director and coaching staff with coordination of post-season logistics, including travel, travel advances, hotels, food/meals for teams, and officiating (if applicable).
 - N. Assist with the collection of data, preparation, and submission of the annual “Ethics in Athletics Survey” as required by the U.S. Department of Education.
 - O. Maintain a master athletic facility schedule and disseminate the schedule to coaching staff and administration each month.
 - P. Assist coaching staff to submit nominations for NJCAA, KJCCC, and team-related individual academic and athletic awards each semester.
 - Q. Monitor and update the Athletic Department information and personnel on the College website. Work with coaching staff to ensure their program information is up-to-date on the website.
 - R. Assist the Athletic Director and coaching staff with fund-raising activities in support of college athletics as needed (e.g. annual golf tournament).
 - S. Maintain an annual inventory of departmental office equipment and supplies. Coordinate the completion and collection of athletic program inventories with the coaching staff.
 - T. Assist the Athletic Director and coaching staff with grant activities for program development as needed.
 - U. Participate in college committees as assigned or as needed.
 - V. Meet attendance expectations as required for this position which includes a willingness to work unusual hours including evenings and weekends as needed.
 - W. Actively participate in college and community activities.
 - X. Complete other duties as assigned by the Athletic Director.

III. Supervises the following staff

- A. Work-study students as needed
- B. Part-time staff as assigned
- C. Game Day workers

IV. Required knowledge, skills, and personal qualifications.

- A. Excellent communication skills both oral and written.
- B. An understanding of the mission and role of the comprehensive community college.
- C. Ability to establish and maintain effective working relationships with other department staff, student/athletes and the public.
- D. Excellent organizational and office management skills.
- E. Knowledge of general bookkeeping and accounting procedures.
- F. Ability to work under the pressure of deadlines.
- G. Ability to keep information confidential.
- H. Excellent customer service skills and the ability to communicate effectively with the public.
- I. Proficient computer skills and the ability and willingness to learn new programs as needed.
- J. Within six months of the date of hire, required to maintain a physical place of residence within the CCC service area throughout their employment.

V. Required Experience

- A. Two years of administrative assistant/business management experience in a fast-paced environment.
- B. Two years of experience working and communicating with the public.
- C. Computer skills with proficiency in Microsoft Office (Word, Excel, PPT).
- D. Computer skills with graphics and design software (Adobe, Canva, etc)

VI. Required Educational Background

An Associate Degree is preferred from a regionally accredited institution of higher education recognized by the U.S. Department of Education. A high school diploma or equivalent is required.

EQUAL OPPORTUNITY EMPLOYMENT AND NONDISCRIMINATION

The College shall be an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, age, disability, or national origin. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.