



ADMINISTRATIVE ASSISTANT, ATHLETICS

Rev. July 2025

Job No.: 5501

Reports to: Senior Director, Athletics

Dept./Campus: Athletics

FLSA Status: Non-exempt

Pay Grade: 505

Term: 226 Days

PRIMARY PURPOSE

To ensure efficient operation of the athletic programs and provide administrative support to the director of athletics and assistant athletic director.

MAJOR RESPONSIBILITIES AND DUTIES

- Maintain formulated spreadsheets and database to perform duties.
- Assist in calculation of capital outlay.
- Manage departmental budget of \$1.2 million (includes the management of 375+ sports teams).
- Organize all bid tab preparation and distribution for 12 sports (girls/boys) for 12 campuses/quarterly.
- Review, approve, generate and receive all Purchase Order requests from 12 campuses (approximately 50% of all of the district's Purchase Orders).
- Manage and approve ProCard purchases. Submit reports to finance as required.
- Work with existing athletic vendors to accomplish money savings/improvements on service, etc.
- Assist athletic bookkeeper with all assigned duties.
- Receive incoming calls, take messages and route to appropriate staff.
- Interview Vendors (unapproved) whom coaches recommend and assist them in completing all paperwork required by purchasing.
- Receive calls from potential new hires, note basic information and give instruction on steps to take for interview process, and discuss with Athletic Director and Asst. Athletic Director.
- Keep informed of school, district and UIL policies.
- Edit and type all outgoing correspondence for Athletic Director and Assistant Athletic Director.
- Read and file all incoming correspondence for Athletic Director and Assistant Athletic Director.
- Prepare and maintain athletic data audit.
- Maintain Athletic Department calendar noting timelines for athletic deadlines and schedule appointments for the Athletic Director and Assistant Athletic Director.
- Compose schedules for sporting events and update schedules for all 11 campuses.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Graduation from an accredited high school or GED.
- Experience in administrative support work with payroll or accounting preferred.
- Required to be a notary after hire.

Knowledge/Skills/Abilities:

- Knowledge of word processing, data entry, and file maintenance skills, including the ability to maintain accurate and auditable administrative, financial, and student records; and basic bookkeeping/accounting principles and practices.
- Skill in organization; interpersonal relations; and communicating pleasantly and effectively with students, parents, and staff members.
- Ability to use personal computer and software to develop spreadsheets; maintain and update databases; accomplish word processing tasks; prepare presentations; and access e-mail and Internet applications.

Mental/Physical/Environmental Demands:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently communicates with other employees or public.
- Must be able to exchange accurate information.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to communicate with individuals utilizing a telephone, computer or other electronic device.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.