

Job Title: Administrative Assistant to Athletic Director
Reports to: Department Director Assigned
Dept./School: Athletics Department

Exemption Status/Test: Nonexempt
Date Revised: 8/6/2024
PG: 226 Days- See Compensation Plan

Primary Purpose:

Under the direction of the high school Girls Athletic Director and Boys Coordinator, to assist in the daily operations of the high school athletic program. Perform a variety of administrative, secretarial, clerical, and receptionist duties. Respond to inquiries from students, parents, staff, and the general public. Perform related work as required.

Acts as secretary to the Athletic Director and as his/her liaison between students, parents, coaches, staff members, and the public.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficient word processing and file maintenance skills

Effective organizational, communication, and interpersonal skills

Ability to use personal computer and software to develop spreadsheets, databases, and do word processing

Knowledge of basic accounting principles

Experience:

One to three years secretarial experience, preferably in public education environment

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Conducts routine clerical duties including but not limited to, composing/compiling/sending correspondence, scheduling appointments, compiling reports, sorting/distributing mail, operating and trouble-shooting standard office machines, filing documents, answering/screening/directing telephone calls, etc.
2. Providing clerical services. Address inquiries from coaches that don't require the athletic director's attention.
3. Assists in maintaining documentation of athletic roster and schedules.
4. Arranges transportation to athletic events.
5. Submits HS Athletics work orders for all problems pertaining to athletic equipment, fields, and facilities.
6. Works with Food Services and Safety and Security to ensure adequate coverage at all athletic events.
7. Prepares, distributes, and collects all required documentation for student athletes, assisting students and parent/guardians with the process as requested.
8. Maintaining a daily schedule of building use.
9. **Reception and Phones**
10. Manages the Athletic Director's schedule, screens his/her calls and visitors, and sends communication at his/her request.

11. Greets and provides assistance, information, and materials to visitors, parents, students and the public regarding athletic programs and policies, referring the most complex inquiries to the Athletic Director or appropriate administrator.
12. Fields all incoming calls and responds to inquiries concerning athletic events.

Files

Establishes and maintains a wide variety of manual and electronic filing systems of all required documentation and records for student athletes. Assist with athlete physical records, correspondence, forms, and reports

Accounting and Inventory

1. Perform routine bookkeeping tasks and maintain department budget records. Prepare and process
2. department purchase orders and payment authorizations from high school athletic accounts.
3. Orders athletic letters jackets, certificates, pins, and other materials for athletic awards banquets.
4. Handling money for sporting events, including issuing tickets and change to sellers
5. Assist in keeping track of uniform rotation

Other

1. Prepares for mandatory athletic meetings for each sports season by booking the appropriate facility, sending necessary notifications, and preparing all materials.
2. Assists in organizing student athlete recognition activities (e.g. Senior Parent Nights, End of Year Banquets, College Signing Day, etc.)
3. Assists administrative personnel and/or designees in the performance of their functions and responsibilities.
4. Maintains a flexible schedule in order to assist with preparation or possibly attend evening and nighttime athletic functions (meetings, competitions, etc.).
5. Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
6. Strong oral and written communication skills, and be able to work well under pressure while completing a large volume of work in a limited time.
7. Completes other reasonable duties as assigned.

Supervisory Responsibilities:

None

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress; work with frequent interruptions. Repetitive hand motions; prolonged use of computer. Able to perform repetitive tasks quickly, lift and move equipment, and travel to meetings.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date _____