



ZIONSVILLE COMMUNITY SCHOOLS

900 Mulberry Street • Zionsville, IN 46077 • Phone: 317-873-2858 • Fax: 317-873-8003 • www.zcs.k12.in.us

Position Number:	Job Type: Classified / Part-time / Regular	
Position Title: Athletic Administrative Assistant	FLSA Status: Hourly / Non-Exempt	
School/Department: ZCHS - Athletic Department	FTE:	No. of Pays:
Reports To: ZCHS Athletic Directors		

POSITION SUMMARY: The Athletic Administrative Assistant provides comprehensive administrative support to the High School Athletic Directors and is responsible for the efficient daily operation of the Athletic Department. This position serves as the primary point of contact for visitors to the athletic office while coordinating numerous administrative, financial, scheduling, and event management responsibilities. The Athletic Administrative Assistant must possess exceptional organizational skills, strong attention to detail, excellent customer service, and the ability to manage multiple priorities in a fast-paced environment.

TYPICAL PHYSICAL DEMANDS: While performing the duties of this position, the employee is regularly required to sit and stand, use hands to handle or feel objects, tools, controls, and talk or hear. The employee frequently is required to walk, reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TYPICAL WORKING CONDITIONS: While performing the duties of this job, the employee regularly works in typical office environment. The noise levels in the work environment are moderate. There are no environmental hazards indicated for this position. Travel between schools and to different venues may be required.

EXAMPLES OF DUTIES: (This list may not include all the duties assigned.)

Essential Functions:

1. Provide administrative support to the High School Athletic Directors in the daily operation of the Athletic Department.
2. Serve as the primary point of contact for the Athletic Department by greeting visitors, answering telephone calls, and responding to general inquiries.
3. Order and maintain office supplies and materials.
4. Maintain proficiency and perform daily operations using the following systems: EventLink, FinalForms, PowerSchool, MyIHSA, and Microsoft Office & Google Workspace.
5. Schedule/Event coordination through weekly communication with opposing schools.
6. Coordinate awards and recognition with athletic administration and coaching staffs.
7. Organization of ticketing operations.
8. Prepare rosters and game-day materials and spaces for events.
9. Work collaboratively with the school treasurer regarding deposits, invoices, and payments.
10. Coordinate hospitality for various meetings and events.
11. Provide the contracted sports photography company with the information needed to coordinate and administer team photo sessions.
12. Develop and maintain event worker staffing spreadsheets in collaboration with the Athletic Directors.
13. Maintain and update the Athletic Department website.

General Functions:

1. Maintain a professional, welcoming, and efficient office environment.
2. Communicate professionally and effectively with athletes, other coaches, parents, officials and athletic department staff at all times with the ability to work autonomously.
2. Demonstrate enthusiasm, a positive attitude and a passion for being a part of ZCS athletics.
3. Model ZCS Mission and Beliefs and Athletics Honor Code at all times.
4. Other duties as assigned by the ZCHS Athletic Directors.

PERFORMANCE REQUIREMENTS:

Knowledge, Skills & Abilities: Possess strong verbal and written communications skills. Organized and efficient with process creation and communication. Ability to decisively act and work independently while keeping direct supervisor informed while using excellent decision-making skills. Proficient with current technology, software applications and office equipment.

Education: HS Diploma or GED equivalent required. Some college coursework in education, business or other related field preferred.

Experience: 0-2 years of office or secretarial experience is preferred.

Certificate/License: None

ACKNOWLEDGEMENT:

My signature serves as an acknowledgement that my job description has been explained to me by a Zionsville Community Schools representative, and I understand the contents.

Employee's Signature: _____ Date: _____

Representative's Signature/Title: _____ Date: _____