

Job Description



ADMINISTRATIVE ASSISTANT to ATHLETICS

Employee Classification: Full-time/Hourly

Date:

Name:

Reports To: Director of Athletics

Department/Area: Athletics

Approved By:

Supervises: Student Employee in Athletics Office

Purpose:

The position of the Administrative Assistant to Athletics exists to serve members of the athletics team as well as students by providing administrative support to various aspects of Athletics, including the Athletic Director, Coaches, Athletes, Recruitment staff and the Athletic Trainer.

Essential Responsibilities:

- Support Athletic teams in various capacities
 - Create and submit athletic forms to all student athletes
 - Create and send athletic agreements to other institutions for all home contests.
 - Develop and maintain team travel schedules, which includes preparation of travel envelopes, contracts, vehicle usage, lodging, meals, assigned drivers, and required travel money
 - Coordinate and order gear for each athletic team.
- Maintain the Athletics budget and finances
 - Record all athletic related income and expenses on a daily basis, and make deposits to the Business Office as needed
 - Constant awareness, reconciling and maintenance of the athletic budget
 - Provide the Director of Athletics with the required budget information necessary to complete the EADA report

- Handle financial paperwork for all Athletics staff (Expense Reimbursements, Requests for Payments)
- Review, code, scan, and provide follow-up for necessary approval of invoices and credit card statements
- Fulfill various administrative needs within the office
 - Maintain a friendly presence within the Athletics office, ready and willing to assist when needed
 - Serve as the switchboard operator as necessary.
 - Meet weekly with the Athletics Administration
 - Maintain Administrative calendars for the Phelps Student Center and Athletic Conference room
- Provide oversight and development of any Student Employees in the Athletic Department
 - Train, assess, and disciple student workers
 - Offload responsibilities as necessary and provide adequate follow up on task completion
 - Approve Payroll for any Student Employees in Athletics
- Lead the Student Athlete Advisory Committee as the Advisor.
- Oversee registration for each athletic summer camp and prepare camp information for the directors.
- Assist with other duties or projects as assigned

Required Personal Attributes:

Team Oriented

- Displays genuine commitment to the vision and goals of OSD and the Institution
- Demonstrates reliability in following through on projects, tasks and commitments made to others
- Takes initiative and goes above and beyond what is expected
- Problem solves in a solution-oriented manner

Organizational Skills

- Manages time well
- Keeps organized office space, files and records
- Develops systems for accomplishing work effectively
- Prioritizes tasks and sets measurable goals

Flexibility/Adaptability

- Adjusts quickly to changing or unexpected situations and schedules
- Receives and contributes new information, ideas and strategies to achieve organizational goals
- Is willing to evaluate the priority of each task and team members requests to accommodate request and time lines.
- Adapts to the varying needs of members within the department to provide assistance and support when necessary
- Modifies approach to tasks based on the unique demands of each situation

Communication

- Communicates clearly and effectively in a timely manner
- Maintains professional standards in written and telephone communication
- Thinks inclusively about people who need to be informed of important information and issues

Personable

- Interacts with students, employees, and guests in a friendly manner
- Willingly offers help or assistance to students, staff or guests
- Treats others with respect, fairness, consistency and grace
- Is Christ-like in all interactions with team members and student-athletes.

Integrity/Honesty

- Avoids any action, or situation that would give the appearance of unethical, or inappropriate behavior.
- Demonstrates the courage to do the right thing in difficult situations.
- Holds self and others accountable for meeting high standards of the organization's integrity.
- Leads by example through modeling ethical practices and standards.

Sensitivity

- Treats others with respect, fairness, and consistency (e.g., listen to, respect others' views, and ideas).
- Demonstrates empathy and understanding when addressing sensitive issues with others.
- Abide by all confidentiality laws put in place for the protection of other.

Position Requirements:

- One-year certificate from college or technical school; and/or 1 year of related experience.
- Complete support of and willing adherence to Clarks Summit University's Standard of Conduct and Confession of Faith. Applicant must hold these standards as his/her own.

Language Skills:**Intermediate**

- Ability to read and interpret documents such as maintenance instructions and standard operating procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees.

Mathematical Skills:

Intermediate

- Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Acknowledgement:

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned.

Acceptance:

I have read this job description, understand and accept these duties, and agree to carry out the assigned duties to the best of my abilities in the best interest of Clarks Summit University and my fellow coworkers. I also have read, understand, and will, to the best of my abilities, follow and adhere to the Clarks Summit University Management structure, Clarks Summit University’s Mission, and Clarks Summit University’s Policies. I will respect those above and under my leadership according to Clarks Summit University Code of Conduct and Clarks Summit University Code of Ethics.

Employee:

Direct Manager:

Signature/Date:

Signature/Date:

Physical Requirements / Environmental Conditions

How much on-the-job time is spent on the following physical activities? Show the time by checking the appropriate boxes below.

	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

Make notes on the specific job duties that require the physical demands selected above.

Large majority of responsibilities are office related; typing, extended time in front of computer

Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How much noise is typical for the work environment of this job? Check the appropriate level below.

- Very quiet conditions (examples: forest trail, isolation booth for hearing test)
- Quiet conditions (examples: library, private office)
- Moderate Noise (examples: business office with computers and printers, light traffic)
- Loud noise (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud noise (examples: jack hammer work, front row at rock concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.

Additional Information: Include any other information that will aid in the preparation of an accurate description of this job.

Proficiency in Microsoft Word, Excel, PowerPoint and Outlook office are vital to serving the athletic department well.