



## **Job Description for: Administrative Assistant for Athletics (updated April 2021)**

**Term: 12 months**

**FLSA Status: Non-Exempt**

**Position Type: Full-time**

**Reports to: Athletic Director**

### **Primary Duties:**

The general responsibilities of the Administrative Assistant include, but are not limited to:

- General telephone responsibilities, answers questions, directing calls to athletic staff members and other SC departments
- Mail pickup, delivery and distribution.
- Preparing documents as directed by Athletic Director
- Training on the Business Portal to process all of athletic department PO's and check requests
- Requests purchase orders and bill payment for department (approx 25 - 50 purchase orders weekly). Maintains file copies of all check requests, invoices and deposits.
- Tracks budget information by sport
- Pulls various information as requested to populate end of semester reports and evaluations
- Prepares Letters of Intent (scholarship awards) and notifies Admission and Financial Aid departments of students receiving a scholarship and in what amount
- Prepares game contracts, sends to opponents and maintains file copies
- Assists with travel arrangements
- Coordinates facility usage and rental with various groups (contracts and collects usage fees)
- Coordinates and orders supplies needed for golf tournaments, department functions, reunions, and assists with homecoming needs
- Assists with Athletic Hall of Fame, sending letters to members, inductees and family members
- Responsible for tracking and depositing large sums of money for various events
- Orders nameplates and special awards; prepares award certificates for student athletes
- Tracks student athlete awards and honors
- Prepares lifetime passes and letters for graduating athletes
- Keeps filing and informational materials up to date
- Coordinates all athletic department meetings
- Purchases and orders supplies for department
- Assists with mass mailing to community, parents and student athletes
- Assists coaches with banquets, parent's/foster parent's night and senior night; orders flowers and supplies as needed.
- Responsible for care and feeding of Jinx. Duties include feeding, cleaning litter box, purchasing supplies and food, and trips to vet's office
- Additional duties as requested by the Athletic Director



### **Calendar/ Scheduling Duties:**

- Calendar Review Council Member, which meets monthly to ensure that all campus events run smoothly and without complications
- Records all athletic events on SC campus calendar (includes scheduling of all athletic facilities being used for various campus-wide and community events)
- Prepares and updates schedules for each sport as needed
- Submits schedules to the KCAC Supervisor of Officials and JV Official Supervisor for assignment of game officials, keeping them advised of any schedule changes
- Keeps maintenance department advised of athletic calendar, including schedule changes so rooms/building will be unlocked/locked for use
- Schedules meetings for Athletic Director and Athletic Department
- Assists Athletic Director with scheduling of tennis courts, WPE Building, Stewart Field House, SC weight room and Richard L. Jantz Stadium

### **Ticket Manager Duties:**

- Coordinates ticket takers and program sellers for home athletic contests; includes being responsible for start-up cash, keeping correct change needed for each game and depositing gate income with the Business Office
- Prepares (typing and cutting out) tickets for volleyball, non-conference basketball games and KCAC tournament games that are hosted by SC.
  - Prepares programs for home athletic events
  - Requests money necessary for tickets sales. Keeps account balanced and tracks gate income.
  - Responsible for pass gate list and providing comp tickets for family and friends of student-athletes and various groups/organizations requesting complimentary admission to home athletic contests
  - Mails out information regarding reserved seating for football, volleyball and basketball contests. Assists Athletic Director regarding seating chart. Orders names for backs of seats, removes old and applies new member names to seats. Sends thank you letters, membership cards and parking permits to those that purchase reserved seating.

### **Booster Club Duties:**

- Sends out mailing to Winfield and Arkansas City communities regarding window schedule advertising
- Sends out invoices, thank you letters and receipts to those who advertise
- Sends out information regarding booster club golf scramble.
- Maintains booster club banking account including invoicing, bill payment, making deposits and reconciliation of account.

### **Student Eligibility Duties:**

- Provides Faculty Athletic Representative (FAR) with student list and information so they can obtain academic records necessary for student-athlete eligibility. Occasionally assists FAR with looking up necessary information in PowerCampus (self-service).



- Enters all information into eligibility certification database, which produces Freshman Eligibility Certificate, Eligibility Certificate, and Certificate of Clearance reports. Schedules times for FAR to meet with transfer student-athletes to certify that transfers are eligible for competition in the KCAC. Verifies that information has been entered correctly, obtains signatures from Coach, Registrar, Athletic Director and Faculty Athletic Representative and mails before deadline date to KCAC Eligibility Chair.
- Prepares participation lists on each sport and sends report to KCAC Eligibility Chair prior to deadline
- Uses eligibility information to enter data into PowerCampus system for annual NAIA Institutional Financial Aid report.
- Prepares and mails (or faxes) transfer notifications to other colleges and universities.

**Work Study/Campus Employment Duties:**

- Supervises one office position
- Provides time sheets for student workers and tracks hours worked weekly
- Approves time cards using employee self-service portal

To apply, submit cover letter, resume and the complete contact information for three (3) professional references to [HumanResources@sckans.edu](mailto:HumanResources@sckans.edu). Review of applications will begin immediately and the position will remain open until filled. The successful candidate will be subject to a criminal background check. Southwestern College is an EEO/AA employer