

JOB TITLE: Assistant, Athletics

DEPARTMENT: Athletics

LOCATION: Union Campus

REPORTS TO: Athletic Director

FLSA: Non-Exempt

LEVEL: 103

DATE: 12/2024; 9/19/18, 04/01/09

POSITION SUMMARY: Perform a variety of secretarial duties to assist the Athletic Director.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* A High School Diploma or GED and one year secretarial experience.

ESSENTIAL TASKS: *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Greet visitors, students, and/or employees to the athletics office and respond to inquiries, requests for information. Answer the telephone, provide information, take messages, and/or direct calls to appropriate personnel, providing specialized information regarding policies
- Manage distribution of all incoming and outgoing mail; screen and respond, as necessary. Assemble attachments and corresponding material. Review outgoing material for completeness, dates, and signatures.
- Perform clerical duties including maintain office supplies; organize, file, shred, and photocopy documents, and files, etc.
- Initiate, process and track departmental forms such as purchase orders, personnel requisitions, travel authorization forms, supply requisitions, printing requests, travel expense reimbursement vouchers.
- Maintain Department calendar.
- Administer purchasing process: add new vendors, create purchase orders and payments for all sports/coaches, Athletic Director, and physical education.
- Code transactions for coaches / Athletic Director (AD), collect receipts, print end of month reports, send to business office.
- Pay officials and student workers for each sport through Mercury.
- Contact Business Office to adjust budgets when needed.
- Assist AD and coaches with department budget/tracking expenses.
- Fundraiser mailing for athletic department program, schedule cards, and website – create, mail, track receipts and ads.
- Collaborate with the ECC Foundation and coaches for fundraising items and events; Assist with golf tournament.
- Help AD with eligibility for each sport.
- Enter stats for each sport after each game in Presto for the NJCAA.
- Assist in team travel including booking hotels, bus quotes and bus scheduling for all sports, cancel and reschedule throughout the seasons, relay time changes to bus company, coaches, and AD.
- Create and update game day athletic programs for each sport.
- Enter room requests and field and gym requests for all sports/coaches.
- Assist coaches with administrative tasks as needed.
- Game day contracts – Send out contracts and keep track of incoming for each sport.
- Maintain yearly binders and files for the AD – including meeting agendas, roster, athlete documents, etc. for each sport.
- Check and track student athlete hours weekly for eligibility for each sport in Colleague.
- Print midterm and end of semester grades from Colleague and distribute to coaches and AD.
- Coordinator drug testing with Missouri Occupational Medicine in the fall and spring for 25% of each athletic team.
- Work with student athletes on Healthy Roster (student insurance and onboarding platform).
- Send AD letter and information forms to each new student athlete on how the process should go when registering.
- Assist trainer with Healthy Roster to ensure athletes are uploading all documents needed for eligibility.
- Nominate athletes from each sport for academic awards in respective coach organizations.
- Maintain NJCAA Letters of Intent submissions and releases. Create, mail/email, enter in system for all sports.
- Keep up with NJCAA changes for LOI's and stats entry.
- Calculate and submit end of year academic athletic awards.
- Organize end of year banquet X 2 (Fall sports / Spring sports); including creating EOY video, and awards.
- Help organize and run special athletic events, ex. Stuff the Stands, Jam the Gym, and Flank the Field.
- Help organize tournaments and sporting events we host, create tournament programs.
- Work games and cover fitness center when needed.

- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, and other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

KNOWLEDGE, SKILLS, and ABILITIES:

Well-developed spelling, grammar and proofreading skills. Knowledge of general office procedures and filing systems. Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations. Knowledge of the Family Educational Rights and Privacy Act (FERPA). Ability to communicate effectively with a variety of people, including students, employees, faculty, and the general public. Ability to organize and coordinate functions and tasks, with frequent interruptions. Effective telephone communication skills, including ability to obtain and provide information verbally. Effective keyboarding skills and knowledge of related software. Ability to establish and maintain positive working relationships with other employees. Ability to handle confidential materials judiciously. Ability to communicate effectively with a variety of people.

LEADERSHIP and COMMUNICATION SKILLS:

Ability to communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public; communicate to convey or exchange general work-related information or service to internal or external customers; ability to establish and maintain effective working relationships with employees at all levels and with diverse student populations; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.

DECISION-MAKING and ANALYTICAL SKILLS:

Requires frequent decision making affecting co-workers or students; ability to exercise independent judgment within the scope of assigned authority; may be responsible for providing information to those who depend on a service or product; adhere to college policies, procedures, and practices; follow technical instructions, procedure manuals, and charts to solve practical problems; and/or compose routine or specialized reports or forms and business letters; and/or ensure compliance with clear guidelines and standards; ability to use independent judgment and discretion; perform job duties in a safe and efficient manner.

EQUIPMENT/SOFTWARE:

Use office machines such as telephones, fax machines, copiers or calculators. Use computers for data entry and Microsoft Office (Word, Excel, Outlook). Use Colleague (college database system).

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

POSITIONS SUPERVISED: None

SIGNATURES: I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

Employee Signature/Date

NOTICE OF NON-DISCRIMINATION: *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*