

## **ATHLETIC DEPARTMENT COORDINATOR**

### **GENERAL STATEMENT:**

Provides support for the athletic department staff and all athletic programs.

### **REPORTS TO:**

Director of Athletics

### **OCCUPATIONAL GROUP:**

Paraprofessional

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Associate's Degree or two years equivalent educational experience.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Proficiency in Microsoft Office Suite, iSeries, Electronic P.O. systems and other standard office equipment preferred. Minimum of three years work related experience in athletic administration or sports-related business.

### **DUTIES AND RESPONSIBILITIES:**

- Receptionist for athletic department and athletic staff.
- Production of departmental signage.
- Compilation, production and dissemination of all game schedules specific to each athletic program.
- Maintain a master athletic calendar with all games, events, and practice schedules.
- Serve as the coordinator for all home athletic events.
- Organize game preparations including, but not limited to: game help, cash drawer, ticket allotment, pass list, game programs, and official sign-in sheet.
- Complete gate reports for ticket sales and gate receipt reconciliation.
- Responsible for prompt delivery of gate receipts and required documentation to the Business Office.
- Coordinate vehicle requests and compile vehicle usage reports.
- Coordinates travel arrangements and required documentation for team and individual athletic staff travel.
- Prepare purchase orders, cash payment requisitions, and agency fund requests.

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- Assist athletic director with inventory control, budget requests, proposals, and adjustments.
- Assist athletic director with maintaining accurate records relating to NJCAA rules and regulations with relation to total number of scholarship award given each sport.
- Responsible for assisting in the coordination, recordkeeping, reporting and benefits of the Cardinal Club.
- Management and communication with season ticket holders.
- Enter and maintain all records pertaining to NJCAA National Letters of Intent.
- Maintain the athletic bookroom.
- Coordinate the recordkeeping and disbursement of books to all student-athletes receiving book scholarships.
- Other duties as assigned by the athletic director or other appropriate supervisory personnel.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.
- May be required to work irregular hours.
- May be required to work some nights and weekends.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

Approved: 9/7/2010

Revised:

JD467