

ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF ATHLETICS

GENERAL STATEMENT:

Provides secretarial support for the kinesiology department and the athletic department which consists of the following sports: football, men's and women's basketball, cheerleaders.

REPORTS TO:

Director of Athletics

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Three (3) years office experience required; Experience in athletic policies and procedures is preferred.

OTHER:

Good computer/word processing, typing, and shorthand skills; Good organizational and telephone skills; Ability to operate Windows 98 and PFS First Choice, ten-key adding machine, other office equipment; Must have excellent public relations skills and ability to work well with other employees.

DUTIES AND RESPONSIBILITIES:

- Receptionist for kinesiology and athletic staff. Create form designs and graphic applications. Pick up, process, and disburse mail. Call and process Federal Express mailings. Fax miscellaneous correspondence.
- Type course syllabi, tests, and lessons for kinesiology staff. Provide copies to staff for instructional purposes.
- Prepare graphs relating to kinesiology staff class schedules for athletic director.
- Issue locks to students for activity classes.
- Type and send questionnaire forms and letter of interest to all prospects. Type and send film evaluation letters.
- Correspond with recruits via letters of interest, denial letters, walk-on prospects, and new athletes. Type and process National Letter of Intent, Make-Good Contracts, and Stand-by letters.
- Create and maintain individual files for each athlete.
- Send enrollment packets to each athlete including application for admission, housing reservation form freshman orientation reservation, financial aid packet, insurance information form, and proof of residency forms.
- Type and send reporting letters to each athlete. Type and send signee letters including one to athlete, one to parent, one to athlete's coach, and one to the athlete from the president of TVCC.
- Maintain records relating to the response of enrollment papers per each athlete. Type and send periodic correspondence to athletes as required by athletic staff. Create grade report forms for each athlete and disburse to faculty. Obtain copies of each athlete's class schedule and transcripts.
- Compile game schedules for each prospective sport for athletic director (football, men's and women's basketball). Type game schedules. Type roster for each sport. Send roster and game schedule to each SWJFCF/TEC member institution. Provide media promotions as needed.

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- Advertisement sales coordinator for football programs.
- Organize game preparations such as 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. Take gate receipts to business office with game report. Compile records regarding game reports.
- Assist athletic director with gymnasium reservations.
- Coordinate insurance benefits between athlete's primary carrier and TVCC's athletic policy. Coordinate insurance benefits between provider of service, athlete, and /or TVCC's athletic policy. Make medical appointments for injured players. Pick up prescriptions if needed from local provider.
- Compile, record, and process all claims relating to injuries sustained while in athletic participation at TVCC.
- Coordinate vehicle requests, compile vehicle usage reports, and submit requested travel requests. Complete travel request including advance and receipt reconciliation. Coordinate travel accommodations for team travel as well as individual athletes. Type travel itinerary. Type game day itinerary. Pick up or deliver keys to or from transportation office if needed.
- Seek bids for purchases; assist in the ordering of supplies and equipment; type purchase orders, cash payment requisitions, and agency fund requests; assist athletic director with inventory control; assist athletic director in budget requests, proposals, adjustments, etc.
- Assist athletic director maintaining accurate records relating to NJCAA rules and regulations with relation to total number of scholarship awards given each sport.
- Assist in coordination of Quarterback Club Membership Drive. Maintain accurate records of QB Club Membership sales and benefits. Disbursement of QB club members' benefits to each prospective coach. Send dun letters to QB Club members.
- Assist with the promotion and hosting of the annual Red Rage Golf Tournament. Assist in organization of annual Scout Day featuring next year's prospect list to all participating universities. Assist in organization of annual Reporting Day and Thanksgiving Dinner.
- Keep current records of all film returns.
- Type and send letters to season ticket holders (football and basketball). Send dun letters to outstanding season ticket holders.
- Maintain data base for the following: major university addresses, medical claims, area high school address file, athletic information files, bids, TVCC exes, film returns, game help, junior college addresses, media addresses, QB Club memberships, recruits, season ticket holders, stand-by players, Texas high school addresses, vehicle usage, video club.
- Other duties as assigned by the athletic director or other appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

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

Approved: 02/08/95

Revised: 9/24/98