

# FORT SCOTT COMMUNITY COLLEGE

## Position Description AT18

NAME: \_\_\_\_\_ JOB TITLE: Secretary/Athletic Office Manager

DIVISION/DEPARTMENT: Athletics RESPONSIBLE TO: Director of Athletics

MONTHS PER YEAR: 12 HOURS PER WEEK: 40 UPDATE: 3-17

### **CREDENTIALS:**

- A. Ability to establish/maintain effective working relationships with other employees, students, and public
- B. Basic knowledge of sports and required regulations
- C. Ability to supervise work study students
- D. High School Diploma or GED
- E. Experience with computers, typewriters and other office equipment
- F. Knowledge of English, spelling, business math, office practices and procedures

### **JOB PURPOSE:**

Serve as secretary/office manager to the athletic director & secretary to the dorm director. Help other coaches as time permits.

### **SUPERVISORY RESPONSIBILITIES:**

Supervise a varied number of work study students, assisting with training and assigning work

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### **Manage Athletic Office**

- Provide current phone/ information lists on Ath. Dept. staff to KJCCC, FSCC, NJCAA, etc.
- Maintain Athletic Department event calendar for outside events.
- Oversee one or more Work Study student employee, including hiring, hours, tasks, payment.
- Pick up, sort, and deliver mail for the department.
- Answer phone, email and written correspondence, stock and monitor copier/printer/FAX machines, and placing work orders for maintenance issues.
- Mentor new employees on department and FSCC policies.

#### **Place Orders/Pay Bills**

- Enter all athletic budget PO's and manage payments for all sports areas as well as multiple A.D. accounts. Verify amounts and receipt of product with each coach before payment is made. Also includes chasing down orders placed w/o POs.
- Keep Endowment records for Athletic Department: scholarship payments, book bills, donations, fundraiser sales, payments of bills, sales tax.

#### **Eligibility/Scholarships**

- Research and provide official tracking/eligibility information about our former athletes to other schools upon request.
- Type all LOI requests/releases for 6 sports; research, finalize online, send copies to student/ admissions office, keep accurate file for potential NJCAA sports audit.
- Research and advise coaches and students on eligibility requirements and procedures (often evaluating transcripts of potential transfers).
- Research, compile, evaluate all areas of athlete eligibility for 6 sports.
- Finalize and submit eligibility forms online and paper versions to NJCAA, KJCCC and other sources.

- Maintain accurate, up to date files of all LOIs and Eligibility information. In case of audit, provide all required info to NJCAA within 72-hour time frame.

**Misc**

- Help plan and host annual Spring Athletics Banquet recognizing athletes for athletic and academic performances, FSCC Greyhound Golf Tournament, and FSCC Athletic Hall of Fame.
- Season passes, pop machines, pur-o-zone orders, keys, sport fields, all academic awards,
- Should establish more accurate/complete Alumni list for PR and fundraising.
- Assist with games on an as-needed basis.

Employee: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

All job descriptions are subject to revision based on changing needs of the college.