

## FORT SCOTT COMMUNITY COLLEGE

### Position Description AT18

NAME: \_\_\_\_\_ JOB TITLE: Athletic Assistant

DIVISION/DEPARTMENT: Athletics RESPONSIBLE TO: Director of Athletics

MONTHS PER YEAR: 12 HOURS PER WEEK: 40 UPDATE: 7/24

#### CREDENTIALS:

- A. Ability to establish/maintain effective working relationships with other employees, students, and public
- B. Basic understanding of intercollegiate athletics rules and regulations
- C. Ability to adhere to and meet deadlines
- D. Strong attention to detail
- E. High School Diploma or GED
- F. Experience with computers and Microsoft products
- G. Knowledge of English, spelling, business math, office practices and procedures

#### JOB PURPOSE:

Serve as an assistant to the athletic director. Assist other members of the Athletic Department as time permits.

#### SUPERVISORY RESPONSIBILITIES:

None.

#### MAJOR DUTIES AND RESPONSIBILITIES:

##### Manage Athletic Office

- Maintain Athletic Department event calendar for outside events.
- 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.

##### Athletic Finances

- 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.
- Assist Athletic Department Staff in the completion of required travel requests for recruiting and team travel.
- Manage team budgets internally by tracking expenditures

##### Eligibility/Scholarships

- Research and provide official tracking/eligibility information about our former athletes to other schools upon request.
- Type all LOI requests/releases for all athletic teams; research, finalize online, 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 all athletic teams.
- Finalize and submit eligibility forms online and paper versions to NJCAA, KJCCC and other sources.
- Assists in managing academic progress and submitting academic reports and awards

**Misc**

- Assist with gameday management on an as-needed basis.
- Other duties as assigned

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