Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:

Financial:
- Financial activities and team expenses are coordinated and processed for over 40 departments within Athletics
- Requested individual and team cash advances are processed, obtained, distributed, reconciled and filed
- Fundraising activities are coordinated for all sports programs, raised money is managed and deposited properly

Athletic Organization:
- Over 300 intercollegiate athletic contests are organized, in collaboration with the Office Coordinator
- All food/meal requests are handled for intercollegiate teams
- Finances are reconciled after team travel, with all pertinent information kept in travel books
- Block M Dinner event is organized well
- The Athletics department is appropriately represented and connections are made with other campus offices/committees

Databases, Files, Reports and Mailings:
- NCAA software database is created/maintained and appropriate reports/mailings are generated in collaboration with Assistant Director of Athletics and Compliance Coordinators
- The fall pre-season mailings and housing needs are coordinated annually
- Requests to NCAA Clearinghouse are prepared for new student certification
- New student-athlete profile information is processed and pertinent forms are filed
- All individual and team information is organized, filed and updated

General Office:
- All department meetings are prepared for in advance and minutes are recorded and filed for future reference
- All office supplies are ordered and office equipment failures are attended to in a timely manner
- General office needs are met for smooth operation, administrative support duties and tasks are accomplished

Essential Duties and Responsibilities:

Financial:
- Completes and processes all department purchase requisitions, requests for payment, cash advances and account deposits, duplicating and filing all paperwork for future reference
- Processes requests for payment for over 40 departments within Athletics, including all team uniform and equipment orders, association/membership dues and invoices for facility rental, working with Office Coordinator to process payments for team transportation
- Obtains requested individual and team cash advances from business office and distributes to appropriate department members
- Reconciles all cash advances for individual/team expenses, returning unspent money to business office and reconciles monthly credit card statements, assigning expenses to the proper department
- Distributes Super Raffle tickets to coaches and manages deposits/accounting for individual sports programs as fundraiser progresses
Athletic Organization:
- Works with Office Coordinator to prepare event folders for over 300 intercollegiate athletic contests, soliciting input from coaches regarding meals and departure times
- Serves as the department liaison to campus dining service and orders all food/meal requests for intercollegiate teams
- Collects event folders from coaches upon completion of travel and reconciles finances, keeping all pertinent information in travel books
- Acts as a member of the Block M Dinner Committee and assists in the organization of the event, alternating responsibility of recording meeting minutes with the Office Coordinator
- Serves as a liaison for the Athletics Department with other campus offices/committees

Databases, Files, Reports and Mailings:
- Works with Assistant Director of Athletics and Compliance Coordinators to create/maintain database of all student-athletes utilizing NCAA software and generates appropriate reports and mailings
- Annually coordinates the fall pre-season mailing and communicates with residential life regarding housing needs
- Prepares requests to NCAA Clearinghouse for new student certification
- Receives new student-athlete profile information, prepares individual folders and files each student’s required academic and NCAA eligibility forms
- Organizes, files and updates all team information supplied by coaches, including practice schedules, travel release forms and required NCAA recruiting documentation
- Organizes, files and updates all individual information supplied by department members including contact information and schedules

General Office:
- Shares responsibility of recording all departmental meeting minutes and distributing to department members with the Office Coordinator
- Orders all office supplies and attends to office equipment failures in a timely manner
- Performs regular file maintenance and report preparation, as needed
- Provides telephone and office reception
- Assists Director of Athletics in preparation of full-staff monthly meetings
- Carries out administrative support duties for 17 full-time and 15 part-time department members, as schedule allows

Secondary Responsibilities:
- Serves as switchboard to various incoming calls (phone line is main contact for Athletics)
- Assists with set up of new staff (e-mail accounts, phones, office set up)
- Provides assistance to staff regarding computer problems and questions
- Assists part-time coaches with projects such as Fun Knight Out mailings, compliance input, etc.
- Performs other duties as assigned by the Director of Athletics

Positions Supervised:
- Work-study students

Position’s Major Contacts:
- Athletics department staff
- Service, repair and food vendors
- Various colleges to set up meals on other campuses and otherwise organizing the details of team visits

Demonstrates Excellence:
- Possesses dynamic people skills to handle all types of phone calls and walk-in questions
- Displays fantastic ability to multi task and manage several questions and tasks simultaneously throughout 8-hour day

Education and Work Experience:
- Associate’s degree
- Previous office management experience helpful
Analytic Skills:
• The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

Language and Literacy Skills:
• Reads and interprets documents such as operating instructions, procedure manuals, and college policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.

Computer/Technology Skills:

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<th>Application</th>
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<tr>
<td>Microsoft Word</td>
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<td>Microsoft Excel</td>
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<td>Microsoft Publisher</td>
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<td>Adobe Acrobat</td>
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<tr>
<td>Internet Research</td>
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Other:
Access
CAi database for recruiting

Licenses, Certifications and Other Requirements:
• None required

Physical Demands:
Work is often performed in a typical office environment requiring:
• Sitting in a normal seated position for extended periods of time
• Reaching by extending hand(s) or arm(s) in any direction
• Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
• Communication skills using the spoken word
• Vision sufficient to see within normal parameters
• Hearing sufficient to hear within normal range
• No or very limited physical effort
• No or very limited exposure to physical risk

While performing the duties of Administrative Assistant, the employee is required to lift and/or move 10-25 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
• Availability to work at Block “M” Dinner annually
• Ability to help with Pilots such as CAi training for coaches

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.