Saint Michael's College
Job Description

Job Title: Office Coordinator

Department: Athletics

Supervisor or Manager: Associate Director of Athletics

Date Created: 05/31/2005 Last Revised: 9/30/2013 FLSA Status: NE

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:
- In conjunction with the Athletics Administrators, a schedule of over 400 intercollegiate athletic contests is produced and confirmed, representing 21 varsity sports and two rugby clubs.
- A written contract for each scheduled contest is solicited and received from all opponents.
- Arrangements are made for all team transportation (21 intercollegiate programs and two rugby clubs).
- Lodging is secured for approximately 50 overnight trips.
- All logistical and financial details are handled for team’s playing, lodging and transportation expenses.
- Arrangements are made to secure appropriate referee assignments for the home contests of 15 intercollegiate programs.
- Serve as department liaison with Sodexo Campus Dining Services, coordinating all food/meal requests for intercollegiate teams and department functions.
- Serve as department liaison with Human Resources, coordinating requirements for hiring of new personnel.
- Serve as department liaison with Information Technology, coordinating technology requests/needs for department, to include telephone service, computers and administrative office equipment.

Essential Duties and Responsibilities:
- Helps coordinate the details and generate accurate schedules for all varsity intercollegiate sports. Issues notification of changes to schedules, and updates accordingly.
- Works with Book My Group, Inc. to make team arrangements and hotel reservations for overnight trips. Solicit and receive bids for lodging of our athletics teams for overnight trips.
- Communicates with each hotel sales manager regarding dates of arrival/departure, rooms needed, rooming list, and method of payment.
- Provides Bus Company with the complete athletics schedule, destination and departure information, updated as needed.
- Coordinates the department's requests to Facilities for College van use. Solicits van requests from coaches at least six months in advance. Confirms reservations and keeps an updated calendar of van use.
- Makes arrangements for and confirms the assignment of referees for home contests, through communication with assigning boards or offices. Coordinates confirmation of event date/time with assigned referees at least three days in advance of contest. Serves as contact for maintaining the certified driver’s list.
- Processes requests for payment of game officials and qualified event workers with Accounts Payable and Human Resources.
- Pays invoices related to team travel, including bus/van rental, airline, food and lodging).
- Pays invoices related to team competition (entry/event fees, facility rentals, guarantees, etc.)
- Prepares event folders with pertinent information for all home and away contests, soliciting input from coaches regarding meals and departure times.
- Issues travel synopses of upcoming trips to coaches, which includes meal money allotment and potential cash advance.
- Orders travel cash advances when necessary, and secures Athletics Director’s signature for cash advance form.
- Collects event folders from coaches at the completion of travel, and files all pertinent information in travel books.
- Coordinates the annual fall preseason mailing, student-athlete mailings, and intersession communication. Keeps updated lists of responses, receipt of travel release forms and processes related payments. Communicates with Residence Life regarding housing needs during preseason and intersession.
- Coordinates (with Ticket Manager) the basketball and ice hockey season ticket brochure and mailing. Produces laminated season passes and distributes them to season ticket holders.
- Serves as a member of Block M Committee, and assists in the organization and operation of the annual event.
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- Assists athletics administrators with club rugby needs within the area of responsibility (schedule, travel, food and lodging.)
- Assists in training and acclimating new staff
- Performs telephone and office reception, file maintenance and report preparation
- Orders general office supplies and attends to office equipment failures.
- Provides administrative support duties for department members, as schedule allows
- Trains and supervises all work-study students assigned to the Athletics Office
- Updates Athletics Department Scheduling Board
- Performs other duties as assigned by the Director of Athletics.

Secondary Responsibilities:
- Serves as liaison for the Athletics department with other campus offices
- Performs other duties as assigned by the Associate Director of Athletics

Positions Supervised:
- Work-study students (6-10)

Major Contacts:
- All members of the Athletics department staff
- Executive Assistant to VP for Finance
- Cashier
- Payroll Specialist, Human Resources
- Accounts Payable Specialist
- Purchasing Specialist
- Field Specialist/Groundskeeper
- Numerous Faculty and Staff Members
- Athletic Administrators from other institutions
- Hotel Sales Managers
- Athletic Sales Manager/MSI
- Alumni
- Parents
- Bus (motor coach and school bus) Transportation Agents

Demonstrates Excellence:
- Uses appropriate discretion and administrative judgments in order to resolve day-to-day operating issues
- Maintains excellent relationships with Athletics department as well as other College members
- Prioritizes work well, often working independently, to accomplish all aspects of job’s many responsibilities
- Displays an exceptional ability to develop and sustain great working relationships with all department members and other college constituencies.
- Displays exceptional attention to detail which results in little to no errors or issues regarding securing and processing payment for transportation, referees, purchasing card, as well as accuracy in deposit and expense account numbers.
- Helps out, with a positive attitude, whenever and wherever necessary to “get the job done”

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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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 Office Coordinator, 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:**
- Ability to help with set up and registration at the annual Block "M" Dinner

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.