

Saint Michael's College
Job Description

Job Title: Administrative Coordinator of Athletics

Department: Athletics

Supervisor or Manager: Associate Director of Athletics

Date Created: 8/22/2025

Last Revised: 7/28/2026

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:

- Supports the Associate Athletic Director in the day-to-day transactions
- Ensures expenditures stay within established budgets
- Reconciles finances after team travel

Athletic Organization:

- Organizes athletic contests by booking hotels and travel arrangements for traveling teams
- Assists with Athletics department special events or programs (playoffs, championships, SAAC, NSAO, PKLA, etc)
- Ensures the Athletics department is appropriately represented with connections made with other campus offices and committees

Databases, Files, Reports and Mailings:

- Supports the Associate Athletic Director of Compliance with required data imports
- Ensures student-athletes are coded with the College's database by sport
- Organizes and updates all individual and team information

General Office:

- Prepares for department meetings in advance and records and files minutes
- Orders all office supplies to ensure availability
- Meets general office needs to facilitate smooth operations and accomplish administrative tasks efficiently

Essential Duties and Responsibilities:

Financial:

- Completes and processes all department purchase requisitions, requests for payment, cash advances and account deposits
- Processes requests for payment

Athletic Organization:

- Works with Athletic Director to prepare and plan for all 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
- Acts as a member of the Block M Dinner Committee and assists in the organization of the event
- Serves as a liaison for the Athletics Department with other campus offices/committees
- Process game contracts for all contests

General Office:

- Annually coordinates the fall pre-season notification and communicates with residential life regarding housing needs
- Records departmental meeting minutes and distributes to department members

- Orders office supplies
- Provides telephone and office reception
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences

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)
- Performs other duties as assigned by the Director of Athletics
- Supports the Director of Communications with select media days and social media

Position's Major Contacts:

- Athletics department staff
- Service, repair and food vendors
- Hotel and travel vendors

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:

- Strong knowledge of Microsoft Office products

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
- Availability work off hours at special events and home contest that take place throughout the year

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.