

Saint Michael's College
Job Description

Job Title: Administrative Coordinator: Athletics

Department: Athletics

Supervisor or Manager: Director of Athletics

Date Created: 06/23/2005

Last Revised: 9/13/24

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:

- Support the Associate Athletic Director in the day-to-day transactions
- Finances are reconciled after team travel

Athletic Organization:

- Athletic contests are organized by booking hotels and travel arrangements for traveling teams
- Assists with Athletics department special events or programs (playoffs, championships, SAAC, NSAO, PKLA, etc.)
- The Athletics department is appropriately represented and connections are made with other campus offices/committees

Databases, Files, Reports and Mailings:

- Support the Associate Athletic Director of Compliance with required data imports
- Student-athletes are coded with the College's database by sport
- 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
- 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
- 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

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

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 notification and communicates with residential life regarding housing needs
- Organizes and updates all team information supplied by coaches

General Office:

- Records departmental meeting minutes and distributes to department members
- Orders office supplies
- Provides telephone and office reception
- Assists Director of Athletics in preparation of full-staff monthly meetings
- Carries out administrative support duties department members, as schedule allows
- 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)
- Provides assistance to staff regarding computer problems and questions
- Performs other duties as assigned by the Director of Athletics

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

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Job Description

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FLSA: Non-Exempt

- 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 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:

- Availability to work at Block "M" Dinner annually
- Availability to work off hours at special events that take place periodically 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.