

College of the Redwoods

Position Description

Position: Athletics and Activities Secretary	Position Number:
Department/Site: Athletics	FLSA: Non-exempt
Evaluated by:	Salary Grade: 112

Summary

Performs a variety of secretarial and technical functions to support the College's athletic programs. Evaluates and verifies eligibility of student athletes for participation in Collegiate sports activities. Interprets, distributes, and orients coaches to State and Conference athletic rules, regulations, codes, and reporting requirements. The Athletic Secretary provides secretarial, technical, and logistics support requiring knowledge of and competency in athletic eligibility requirements, the needs of individual sports, and athletic seasons, in addition to the administrative rules and procedures of the College.

Essential Duties and Responsibilities

- Coordinates with the coaching staff to verify compliance to student athletic eligibility standards. Provides orientation to coaches on these issues.
- Prepares athletic eligibility forms to COA Commissioner, collecting information from students and staff, and organizing documents for review and submittal. May collect student information to support submittals.
- Accesses student information systems and works with admissions and records staff to retrieve class rosters and student academic information and match to requirements.
- Evaluates a variety of information submitted by student athletes to determine eligibility for participation in varsity sports activities.
- Creates and distributes final eligibility lists to the Dean, Athletic Director, and coaching staff, according to established time lines to assure participation in athletic events.
- Maintains records and files, often of a private and confidential nature, related to athletic eligibility and participation, State and Conference championships, sports contests, and awards.
- Compiles and prepares reports to State and National associations governing athletics. Interprets State and Conference codes, regulations, and reporting requirements. Provides technical and research assistance to coaches on eligibility and codes.
- Initiates processes for new and existing student athletes such as physical examinations. Coordinates with nursing staff and medical providers for preliminary and follow-up examinations.
- Compiles sports schedules, rosters, and other information to support external communications and sports information.

- Works with coaches, plant operations, grounds, custodians, student and/or other temporary help and volunteers, referees and officials, to assist with preparation for home athletic competitions and events.
- Assists with development of budget proposals applicable to athletics, by collecting information and maintaining communications with coaches for awards, travel, facility scheduling, and other logistics.
- Receives, processes, and may reconcile documents for expenditures. Prepares requisitions and claims for reimbursement.
- Receives and accounts for funds received from athletic and other events. Balances cash and prepares deposits. Sets up ticket and cash boxes for use in events.
- Works with student body groups and accounting for events and purchases. Organizes and sequences the activities necessary for conducting awards and other banquets and gatherings.
- Provides support to fundraising and community-based activities and events.
- Orders merchandise and services from pre-approved purchase orders and within authorized spending limits.
- Records minutes and recollections from athletic and division meetings.
- Performs other related duties as required to support the objectives of the position.

Qualifications

▪ Knowledge and Skills

The position requires working knowledge of modern office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires working knowledge of athletic program terminology, practices and procedures, and Conference and State Athletic codes, rules and regulations. Requires working knowledge of District policies and procedures and Education Codes applicable to the area of assignment. Requires a working knowledge of, and skill at using personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, basic presentation graphics, special applications used by the organization unit, and data entry onto custom databases. Requires sufficient math skills to perform financial and statistical record keeping. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence. Requires sufficient human relations skill to work productively and cooperatively with others, exercise patience when dealing with internal and external customers, and convey technical concepts.

▪ Abilities

Requires the ability to independently perform all of the duties of the position. Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections. Must be able to learn, interpret, explain and apply knowledge of NJCAA, State, Conference, and district and department rules, regulations, services, functions, in order to relieve others of a variety of administrative details. Requires the ability to prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.

Requires the ability to work productively and cooperatively with others.

- **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various district locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and use other standardized office equipment, almost constantly requiring repetitive motions. Sufficient hand/eye coordination and manual dexterity to keyboard at an advanced rate (about 60 wpm); sufficient visual acuity to recognize words letters and numbers.

- **Education and Experience**

The position requires a high school diploma or equivalent plus coursework in a business profession and three years of secretarial experience.

- **Licenses and Certificates**

May require a valid driver's license.