

Seward County Community College
Structured Compensation - Job Description
Secy Athletics

Data Year: 2018

Prepared On: 09/18/2018

Department:	Athletics	Grade:	9
Reports To:	Assistant Director of Athletics for Communications	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	Roy Allen	Effective Date:	08/11/2018
		Revised Date:	09/18/2018

Role:

Assists in the day to day operations of the department. Responsibilities include assisting in the development and management of projects, managing student workers and overseeing the planning of meetings and events to achieve the mission and goals of the department. Meets deadlines for paperwork to KJCCC & NJCAA. Works with program budgets, travel, and billing while also assisting in advertising and sales.

Essential Functions & Responsibilities:

- E 30% Composes, prepares and maintains written documentation, correspondence, contracts, rosters, NJCAA letters of intent, schedules, passes and data files for the department.
- E 20% Answers the telephone, transfers calls, relays messages to the appropriate person; receives visitors and channels them to the proper party. Distributes in- and out-going mail. Oversees office equipment and obtains repair service when needed. Maintains scrapbook of SCCC athletes related pictures and articles.
- E 10% Organizes and facilitates meetings and special events; schedules and coordinates dates, times, venues, attendance, agendas, and facilities; takes minutes; and provides support and follow-up on matters arising from meetings.
- E 10% Enters departmental requisitions for payment, maintain documentation, and reconcile accounts with the Business Office records.
- E 5% Supervises student workers. Oversees and schedules temporary personnel needed during basketball games.
- E 5% Obtains completed student athlete information and eligibility information sheets for each student-athlete, cheerleader, and student trainer and maintains by sport/program.
- E 5% Assists with preparation of the sports program; bill advertisers and maintain records of billings, payments and Business office receipts; and type and send thank you notes and programs to advertisers.
- E 5% Helps maintain inventory of concession stand and hospitality room supplies and assists in counting, recording and depositing of game receipts.
- E 5% Schedules travel and processes travel requisitions for athletic programs and director.
- E 5% Files insurance claims when necessary to essential functions.

Performance Measurements:

Seward County Community College
Structured Compensation - Job Description
Secy Athletics

Data Year: 2018

Prepared On: 09/18/2018

1. To manage student/staff records with accuracy and confidentiality.
2. To schedule and organize work to meet established deadlines.
3. To insure that all correspondence is free of spelling, typographic and grammatical errors.
4. To keep all assigned files and records current and well organized.
5. To maintain a friendly, professional work environment and attitude when working with others.
6. To perform additional duties as assigned.
7. Finalize outstanding insurance claims at end of academic year to performance measures.

Knowledge and Skills:

Experience	Two years to five years of similar or related experience.
Education	A Bachelor's degree.
Interpersonal Skills	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary.
Other Skills	Good oral and written communication skills; working knowledge and experience in using Microsoft Office applications and the ability to learn additional software packages the college may acquire.
Physical Requirements	<p>Physical requirements are based on an 8 hour work day and may vary slightly.</p> <p>Sitting for a period of 3 hours at one time with a total of 3 hours Standing for a period of 3 hours at one time with a total of 3 hours Walking for a period of 2 hours at one time with a total of 2 hours Lifting up to 10 lbs. frequently and up to 50 lbs. occasionally Carrying up to 10 lbs. frequently and up to 50 lbs. occasionally Repetitive Action: use of right and left hand for simple grasping, fine manipulation, and pushing and pulling Use both feet for repetitive movements as in operational functions Bending, squatting, and reaching above shoulder level occasionally Keyboarding 6-8 hours daily</p>
Work Environment	<p>Typical office environment occasionally Overnight trips for games and recruiting required. Performs physical activities requiring considerable use of arms and legs and moving of whole body.</p> <p>Exposure to outdoors weather conditions, such as wind, heat, cold, dampness, etc. Exposure to indoor conditions may involve heat and high noise levels.</p>

Seward County Community College
Structured Compensation - Job Description
Secy Athletics

Data Year: 2018

Prepared On: 09/18/2018

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature