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| FEATHER RIVER  COMMUNITY COLLEGE DISTRICT  570 Golden Eagle Ave., Quincy CA 95971  (530) 283-0202, ext. 257  www.frc.edu |

**ADMINISTRATIVE ASSISTANT - ATHLETICS**

**DEFINITION:**

Under general supervision, to provide staff and student assistance on a variety of matters; to provide administrative assistance, project management and secretarial support to the Director of Athletic Operations and Events; to relieve the Director of Athletic Operations and Events of routine office details and game management duties; and to perform related duties as assigned. Makes decisions, problem solves on student eligibility issues, and maintains a variety of athletic promotional materials.

**DISTINGUISHING CHARACTERISTICS:**

This job is distinguished from other administrative assistant and secretarial jobs by its responsibility for providing staff assistance, budget and project management, and secretarial support to the Director of Athletic Operations and Events.

**CLASSIFICATION:**

* FLSA Non-Exempt
* Classified – CSEA
* Date Modified: November 2009

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

* Drafts and monitors, 40+ Athletic/ HES department budgets; reviews budget reports and resolves discrepancies; initiates transfers and augmentations; provides assistance and guidance and training to athletic staff in budget matters
* Assists in the determination of student eligibility; files appropriate documents, and ensures compliance with CCCAA, NCAA, NCFA, and GVC regulations
* Works independently in a majority of essential duties; position requires a high level of decision making and independent work
* Represents the Director of Athletic Operations and Events at, attends, and/or conducts a variety of internal and external meetings and committees, within delegated authorities
* Assists the Director of Athletic Operations and Events in disseminating instructions and information to various college departments; interprets and applies policies and procedures; assists students, staff and public resolving problems, and resolves complaints; complies with state and federal policies and regulations in both Athletics and HES programs
* Supervises student workers; assigns, monitors and reviews work
* Researches, collects, compiles analyzes and summarizes data and information for Athletic department use, state reports, program review, federal and state grants, fiscal, and administrative purposes
* Schedules and maintains appointment calendar for the Director of Athletic Operations and events; schedules and coordinates meetings; maintains master calendar of Athletic events; makes travel arrangements; organizes and coordinates special events such as new student orientation
* Manages the Athletic website, ensures that all information is accurate and available
* Reviews and submits all student-athlete insurance claims; serve as student representative, per HIPPA guidelines
* Types, word processes, assembles and distributes various documents; takes and transcribes committee meeting and other minutes and provides follow up on committee action items
* Operates spreadsheet, graphics, and desktop publishing software
* Assembles, duplicates and distributes materials; maintains appropriate department files
* Performs a variety of other responsible administrative support, technical and secretarial functions

Knowledge of:

* Basic supervisory practices
* Principles and practices of program budgeting and monitoring
* Personal computer applications including word processing, spreadsheets, and graphics and desktop publishing
* English grammar, spelling, punctuation and composition
* Formats and requirements for various reports, forms and correspondence
* Business arithmetic
* Functions and authorities of Athletics and other college departments
* Intercollegiate sports rules and regulations
* Title IX, Education Code, and other related regulations
* Modern office methods, procedures, supplies and equipment, including filing system development and maintenance, and telephone reception
* Sensitivity to diversity

Skill in:

* Assigning, reviewing and appraising the work of students
* Monitoring and assisting in the preparation of budgets
* Researching, interpreting and applying codes, polices, procedures and regulations relating to Athletics; developing policies
* Representing the Director of Athletic Operations and Events at a variety of internal and external committees and meetings, including events
* Establishing and maintaining a variety of records, data and required reports
* Preparing effective reports, correspondence, and other written materials
* Operating personal computer applications software for word processing, spread­sheets, graphics, and basic desktop publishing
* Establishing and maintaining effective working relationships with those contacted in the course of the work

**MINIMUM QUALIFICATIONS:**

* Must possess a valid California driver's license and have a satisfactory driving record

**DESIRABLE QUALIFICATIONS:** A combination of education and experience equivalent to:

* College level coursework in business or public administration, equivalent to an Associate’s degree, and three years of professional secretarial course­work and/or experience, at least one year of which shall have been a responsi­ble administrative assistant capacity supporting (a) management or executive posi­tion(s) and in an educational setting.
* Community college experience is preferred

**PHYSICAL CHARACTERISTICS**: The physical abilities involved in the performance of essential duties are:

* Vision sufficient to read computer screens, and handwritten and printed documents
* Manual dexterity to operate keyboards and manipulate papers
* Speech and hearing to communicate effectively in individual and group settings
* Bending and reaching to obtain or replace files and records

This work is performed in an office setting on and off campus.