St. Francis
EPISCOPAL SCHOOL

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| **Position Title:** | **Administrative Assistant, Athletics** |
| **FLSA Classification:** | Nonexempt |
| **Reports to:** | Athletics Director |
| **Work Hours:** | 7:30 a.m. – 4:00 p.m. |
| **Work Calendar:** | Full Year |

## Description

The Administrative Assistant for Athletics plays a pivotal role in supporting the operational and administrative functions of the athletics department within an educational institution. This position ensures the smooth coordination of schedules, communications, and documentation related to athletic programs, contributing to the overall success and efficiency of the department. The role requires managing multiple tasks such as organizing events, maintaining records, and facilitating communication between coaches, athletes, and external stakeholders. By providing comprehensive administrative support, the assistant helps create an environment where athletic programs can thrive and student-athletes can focus on their performance. Ultimately, this position is essential in maintaining the organizational backbone that supports the department's mission and goals.

## Essential Functions

- Manage daily administrative tasks including scheduling meetings, coordinating travel arrangements, and maintaining calendars for the athletics department staff.
- Serve as the primary point of contact for internal and external communications, responding to inquiries and disseminating information efficiently.
- Maintain accurate records related to athlete eligibility, team rosters, event results, and compliance documentation.
- Assist in organizing athletic events, including logistics coordination, facility reservations, and communication with vendors and participants.
- Support budget tracking and processing of invoices, purchase orders, and reimbursements in collaboration with the finance team.
- Prepare and distribute reports, correspondence, and promotional materials as needed to support department initiatives.
- Collaborate with coaches, trainers, and administrative staff to ensure timely completion of required paperwork and compliance with institutional policies.
- Works with various parent volunteer groups.

- Works as a team player assisting co-workers, divisions and departments as needed by the School.
- Assists in maintaining congruence between the school's board-approved Mission Statement and all activities of the athletic department.
- Assists in assuring that athletic parents, employees and students are familiar with and adhere to school policies in all areas of the school's operation.
- Supports the Employee and School Handbooks.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence and complies with Physical Requirements and Work Environment.
- Be assessed through the Professional Growth and Evaluation Program.
- Performs other tasks and duties as assigned by the Head of School and/or supervising director or head, including extracurricular.
- Knowledgeable about school management software programs.
- Completes various tasks related to the employee's yearly goals and the school's long-range and strategic financial plan.
- Employees may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

**Qualifications**

- High school diploma or equivalent required; associate degree or higher preferred.
- A minimum of five years of experience in a similar position; experience at an independent school is preferred.
- Proven experience in an administrative or office support role, preferably within an educational or athletics environment, is required.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and basic database management is required.
- Strong organizational skills with the ability to manage multiple priorities and deadlines effectively are required.
- Excellent verbal and written communication skills.
- Experience working in an athletics department or related educational services setting.
- Familiarity with sports management software or student information systems.
- Knowledge of TAPS or relevant athletic compliance regulations.
- Ability to work flexible hours, including evenings and weekends, to support athletic events.

- Post-secondary education in sports management, business administration, or a related field.

**Physical Requirements and Work Environment**

- Occasionally, lift up to 75 pounds.
- Generally, works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during school events, special activities, and fundraising events.
- Ability to work in a highly stressful environment, dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, and reach