

CLASS SPECIFICATION
Athletic Eligibility Senior Administrative Assistant

FLSA Status: Non-exempt
EEOC Job Category: Office and Clerical
Union Representation: Represented

GENERAL PURPOSE

The Athletic Eligibility Senior Administrative Assistant performs a variety of functions dealing with student athlete eligibility, student athlete orientation, and adherence to the rules, regulations, and codes established by the California Community College Commission on Athletics (CCCAA).

DISTINGUISHING CHARACTERISTICS

The Athletic Eligibility Senior Administrative Assistant provides administrative and technical support to the Athletic Directors. This support requires knowledge and competency related to athletic eligibility requirements, the specific needs of individual sports, and compliance with the administrative rules and procedures of the College and coaches.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Collects, records, maintains, distributes, and reports all student eligibility requirements as they pertain to athletic participation and academic progress; develops and updates lists of eligible athletes for distribution to athletic directors, coaches, trainers, equipment managers, and athletic academic counselors; assembles and updates recruiting and eligibility folders with current pertinent athletic forms and information; conducts eligibility meetings for all athletic teams; serves as a liaison between Athletics and Matriculation and Assessment.
2. Completes and submits all required reports and forms, as mandated by the COA/CCCAA. Submits these reports within the established time lines; collects and secures all student athlete information, including Form 1's, tracers, insurance forms, insurance cards, HIPPA forms, Felony disclosure forms, Voluntary Activity Participation forms, and the Form C; maintains specialized athletic eligibility databases and posts information to the CCCAA website; Works with the South Coast Conference Commissioner on issues dealing with student athlete eligibility, Injury/Illness waivers, and other conference matters.
3. Coordinates with the Student Athlete Success Center staff, trainers and coaches to establish the bi-annual dates and times for the Student Athlete Orientation Program; participates in organizing and conducting the orientation; participates as the recording secretary for the Athletic Associates; performs duties as requested for the annual Hall of Champions banquet, annual golf tournament, as well as other athletic department events.

4. Responsible for establishing the payment schedule for Professional Experts, Federal Work Study students, as well as the overtime pay for the trainers and SID; tracks and inputs necessary information for Beyond-Season Pay for coaches.
5. Maintains directory of coach's/staff phone numbers; orders business cards for Professional Experts and athletic staff; works with vendors to secure printing services, signage, trophies and awards.
6. Provides administrative support to both the Men's and Women's Athletic Directors, using word processing and other applicable software; drafts and types materials, memoranda, correspondence, reports, agendas, presentations, forms and other documents often of a highly sensitive and confidential nature; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures; obtains and compiles information, which often may be non-routine and confidential; completes, tracks and submits time-sensitive materials to ensure compliance with District policies and procedures, as well as legal requirements receives, documents and processes a variety of requests.
7. Maintains the Athletic Director's calendar; coordinates, schedules, arranges and confirms meetings; screens requests for appointments; makes and confirms conference and travel arrangements, including hotel and flight reservations; prepares, reviews and submits conference, travel, advance and reimbursement requests for approval.
8. Receives and screens visitors, telephone calls, e-mails and correspondence, providing information and handling issues that may require sensitivity and the use of sound independent judgment; conducts research, responds to requests for information, questions and complaints from administrators, faculty, staff, students, media, community groups, and the public; provides information on department programs and policies; refers certain issues to appropriate staff or takes or recommends action to resolve the issue; reviews, determines the priority of and routes assigned incoming and outgoing correspondence.
9. Acts as department liaison; communicates, coordinates and follows-up with various divisions, departments, outside agencies or others to implements plans and actions pertinent to department responsibilities in compliance with District policies, procedures and standards; organizes and oversees related activities.
10. Plans, organizes, coordinates and makes arrangements for a variety of meetings, workshops, conferences and special events; secures event locations and arranges setup and catering/refreshments; attends events, greets guests and serves as a representative of the athletic department.
11. Maintains designated work areas and equipment; orders and monitors inventory of athletic department supplies.
12. May perform specialized activities related to the athletic department's core functions.

OTHER DUTIES

1. Attends a variety of meetings, training sessions, conferences, committees, workshops and seminars.
2. Conducts special projects as assigned.

QUALIFICATIONS

Knowledge of:

1. Athletic eligibility requirements.
2. An athletic program and its functions and operations.
3. Specific needs of individual sports.
4. Office administrative and management practices and procedures.
5. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
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7. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
8. District organization, rules, policies, procedures and operating practices related to areas of responsibility.
9. Terminology, work processes and local, state and federal requirements applicable to areas of assigned responsibility.
10. Basic functions of public educational institutions, including the role of an elected Boards and appointed committees.
11. Advanced uses of word processing, graphics, spreadsheet, database and other software to create documents and materials requiring the interpretation and manipulation of data.

Ability to:

1. Assist with the management tasks of an athletic program.
2. Operate a personal computer using standard business software; operate other standard office equipment.
3. Type accurately at a net speed of 50 wpm.
4. Organize work, set priorities and exercise sound judgment within established guidelines.
5. Interpret, apply and reach sound decisions in accordance with applicable law, rules, regulations, policies and department procedures.

6. Exercise sound independent judgment within areas of responsibility.
7. Communicate clearly and effectively, orally and in writing.
8. Understand and carry out written and oral instructions.
9. Use a high degree of tact, diplomacy and discretion in dealing with sensitive and confidential situations and concerned individuals.
10. Establish and maintain effective working relationships with District management, staff, external agencies and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; an Associate's degree and five years of increasingly responsible administrative assistant experience, or an equivalent combination of training and experience. Experience directing the work of support staff required. Experience working in an athletic program preferred.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel, operate personal computers and other standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand and occasionally lift up to 25 pounds.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this job, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and difficult office administrative problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with District management, faculty, administrators, staff, Board and committee members, students, parents, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions and the noise level is usually quiet.