

**Position:**        **Athletics Office Manager/Secretary II, Athletics Department**  
**Full Time Position**

**Summary Description:** Provides secretarial and clerical assistance to members of the Department of Athletics, particularly the Director of Athletics and Recreation.

**Description of Duties and Responsibilities:**

*Essential Functions*

1. Abides by all applicable NCAA, athletic conference and Spring Hill College policies and procedures with an understanding that failure to do so may lead to sanctions up to and including termination.
2. Notifies the Compliance Coordinator or Director of Athletics of any suspected NCAA rules violations.
3. Accurately processes and tracks all departmental business office paperwork. Items processed include but are not limited to: purchase orders, check requests, cash advances, income deposits, and allocating credit card receipts. Assists the Director of Athletics and Compliance Coordinator with monitoring for possible NCAA rules violations while processing credit card statements and travel expenses for recruiting and team travel.
4. Uses software programs such as Microsoft Office to prepare a variety of spreadsheet, database, narrative and tabular material without errors from clean copy or rough drafts on which revisions and headings have been indicated, following the proper formats.
5. Executes telephone reception tasks including answering the department's general telephone line using professional etiquette and takes messages for all Athletics Department personnel.
6. Performs clerical tasks including, but not limited to, retrieving, stamping, and routing mail; preparing and mailing outgoing mail; arranging and filing items in chronological order; computing totals and balances on ledger sheets; ordering, receiving, maintaining, and issuing office supplies; and tabulating or posting data from source documents to work sheets or other records.
7. Operates general office machines and equipment including personal computer and copier/fax.
8. Communicates with student-athletes, students, faculty, administrators, parents, and the general public in face-to-face communication and via telephones and electronic communication methods.
9. Works collaboratively with the athletic trainer concerning insurance claims that need to be filed or submitted to insurers on a timely basis including follow-up with coaches, athletes and parents.
10. Supervises the submission of athletics work-study students' weekly time cards and ensures they are completed in the proper fashion and within prescribed time frames.
11. Makes travel arrangements for departmental staff as needed including ordering rental vehicles, making hotel reservations, preparing itineraries, preparing travel return forms with receipts, and other specific needs involved with team and individual travel.
12. Manages the concession stand inventory and processes all concessions and gate receipts and expenses.
13. Performs other essential duties and tasks specific to position, as assigned by the Director of Athletics and Recreation.

### *Marginal Functions*

1. Runs errands. The secretary may be needed to help run errands for coaches and athletic staff. It may also be necessary for the secretary to transport coaches and athletes to medical services and/or pick up recruits from the airport and bus station. Mileage will be given for these tasks.
2. Locks and unlocks doors related to Athletics Department and athletic teams.
3. Maintains and organizes Athletics Office supplies and keep a clean environment in reception area.
4. Places athletic equipment orders. It may arise that a member of the athletic and recreation staff will need the secretary to place orders for athletic and recreational equipment.

Required Knowledge, Skills, and Abilities: Individuals must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Ability to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
2. Ability to type 60 words per minute. Dictation preferred.
3. Ability to learn and perform all essential job functions accurately with minimum direct supervision, within one month after employee begins work.
4. Ability to communicate effectively with others in verbal and/or written form.
5. Basic mathematical skills, including addition and subtraction, necessary to keep ledgers, fill out purchase order requests, and make travel arrangements.
6. Knowledge of basic office computer programs and software, including, but not limited to, Microsoft Office.
7. Ability to work for and cooperate with supervisory staffs at all levels.
8. Ability to work nights and weekends as required.

### Qualification Standards:

*Education:* Typical qualifications would be successful completion of the twelfth grade and courses or training that provides the required knowledge, skills, and abilities.

*Experience:* At least two years of secretarial experience preferred.

*Licenses:* Valid motor vehicle driver's license and approval from the College's automobile insurance carrier.

*Miscellaneous Considerations:* The College's Athletics Department seeks to maintain a neat and professional image at all times. Office hours are normally from 8:00 a.m. to 4:30 p.m. Monday through Friday, with a one-hour lunch break. The work schedule may vary at times during the year as set by the Director of Athletics and Recreation.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. AN EQUAL OPPORTUNITY EMPLOYER.

Position open until filled. To apply, please electronically send your cover letter, resume, and a list of names and contacts for three work-references references who can address applicant's professional background to: Joe Niland at [jniland@shc.edu](mailto:jniland@shc.edu) ([only electronic submissions will be accepted.](#))

Off-list references may be checked.

