

**Job Title:** SECRETARY, ATHLETICS  
**Reports to:** Athletic Director  
**Dept./School:** Athletics  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** 2014-2015

### **Primary Purpose**

Organize and manage the routine work activities of an administrative department office and provide clerical services to the Director, Athletics, and other athletic staff members.

## **QUALIFICATIONS**

### **Education/Certification**

High school diploma or GED

### **Special Knowledge/Skills**

Minimum of 35 wpm typing

Proficient typing/word process (35 WPM) and file maintenance skills

Excellent organizational, communication and interpersonal skills

Ability to use personal computer and software to develop spreadsheets, databases, and do word processing

Experience in handling money preferred

### **Experience**

One to three years secretarial experience, preferably in public education environment

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Varsity Football**

1. Handle the sale of season tickets to home varsity football games, including maintaining a database of past season ticket holders, advertisement of sales, and deposits.
2. Prepare tickets for pre-sale to send to each of the campuses for all home varsity football games, process the ticket reports and verify deposits on each.
3. Sell pre-sale tickets at the high school campus, process ticket report and deposit monies.
4. Prepare money boxes for gate sales, including providing change and tickets to sellers at gates, verifying ticket sales and making deposits.
5. Prepare game reports for each varsity football game. Request the disbursement of proceeds according to game contracts.

### **All Sports**

6. Handle all monies for sporting events including issuing change and tickets to sellers for all events.
7. Prepare all game reports and process requests for payment to necessary personnel for conducting athletic contests (officials, ticket sellers and takers, etc. for all sports). Keep accurate ticket inventories on all athletic tickets.
8. Keep up-to-date records on game receipts and disbursement of stadium funds.

### **Purchase Orders**

9. Process golden rods for each order, verifying through the coaches the contents of all shipments.
10. Verify all invoices paid by accounting.

**Travel**

- 11. Process requests for the Athletic Director and travel turned in by coaches for all athletic contests as well as for scouting, clinics, etc. Verify accuracy of requested monies. Make sure funds are available in the appropriate accounts and initiate budget changes if necessary.
- 12. Verify travel settlement forms upon return from trips against receipts obtained, verify monies returned, and deposit monies into the correct accounts.

**Budgets**

- 13. Assist the Athletic Director in preparing budget request for Department.

**Reports**

- 14. Compile information and prepare various reports, such as annual reports, on athletic activities and budget expenditures.

**General Duties**

- 15. Perform secretarial duties for the Athletic Director as required.
- 16. Submit timesheets for game workers and summer employees for the Athletic Program.
- 17. Submit Absence from Duty Reports for the Athletic Director and the Athletic Trainers.

**Other**

- 18. Perform other duties assigned by Athletic Director.
- 19. Maintain confidentiality of information.

**Supervisory Responsibilities**

- 20. Supervise student aides.

**EQUIPMENT USED**

Personal computer, typewriter, printer, copy machine, calculator and fax machine

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Work with frequent interruptions; maintain emotional control under stress; repetitive hand motions; prolonged use of computer and occasional prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_