

STERLING COLLEGE

Job Description

Administrative Assistant for Athletics

Reports to: Vice President for Athletics

Classification: Full-time, exempt

Qualifications:

A qualified candidate must have a personal commitment to Jesus Christ and support the Christian character and mission of Sterling College. The candidate must also possess a clear understanding of and ability to run a very busy and highly visible Intercollegiate Athletic Department. Additionally, this person must possess the necessary initiative, organization, and relational skills to ensure success in a wide range of responsibilities.

Other qualifications include:

- Excellent people skills and communication abilities.
- Proven leadership skills.
- Excellent organizational, management, and supervisory skills are necessary.
- Ability to work well with others.

Responsibilities:

- General office management. NAIA, NCCAA reporting.
- Assist & advise the Vice President for Athletics on departmental matters.
- Contribute to athletic administration meetings.
- Serve on internal committees.
- Oversee scheduling and use of college facilities for practices and home events, and communication changes as necessary.
- Supervise and hire student workers/volunteers and maintain a master schedule for home events.
- Send out weekly updates to staff and campus.
- Oversee home S- Club football, volleyball, and basketball athletics events.
- Recruit and supervise S-Club work study student workers.
- Manage and make athletic insurance decisions for the athletic department and the student-athletes.
- Help student-athletes obtain primary health insurance.
- Oversee organization of special events (Warriors of Excellence Banquet/Hall of Fame etc.).
- Organize and submit athletic department requisitions, PTO forms to the business office.
- Help organize and run the Sterling Invitational Tournament held at the Gleason Center each year.
- Weekends are required for home football games and special events.

Essential Job Functions:

- Must be able walk up and down stairs.
- Must be able to sit for long periods of time.
- Be able to coordinate movement of the fingers and hands as well as have the adequate dexterity and strength to complete tasks.
- Must be able to push, pull, and lift up to a minimum of 25 pounds
- Frequently bend body downward and forward by bending spine at the waist.
- Be able to stand and move about regularly.

Education/Experience:

- Bachelor's Degree preferred.
- Must have office management experience.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.