Secretarial Assistant for Athletics/Housing

Department: Athletics/Housing

FLSA Status: Classified

Work Schedule:
Monday – Thursday 8:00 – 6:00
Friday 8:00 – 12:00
Or as assigned by supervisor

GENERAL STATEMENT OF DUTIES:
Under the supervision of the Athletic Director/Director of Housing, this position assists in the daily operations of the Athletic/Housing Programs by maintaining and handling all records and communications within the program and by receiving students and visitors.

Secretary to Athletics and Residential Life
Both
- Answer all incoming phone calls and official website e-mail for both offices addressing general topics including: scholarship application process, college admissions process, financial aid, housing, and athletics
- Maintain Athletics and ResLife purchase orders and budget expenses through the DPS system
- Perform reconciliation of all individual sport and ResLife accounts
- Supervise and perform payroll requirements for part-time employees and student workers for Athletics and ResLife
- Maintain supplies for Athletics and ResLife
- Submit and monitor maintenance requests for Athletics and ResLife
- Create and maintain separate filing systems for Athletics and ResLife
- Run reports on 10th, 12th, and 20th class day to ensure eligibility for Athletics and ResLife
- Exhibit knowledgeable of registration and drop/add procedures
- Update Google calendar for games/ResLife
- Process maintenance requests for ResLife, Athletics, and concessions facilities
- Schedule cleaning services for all
- Pick up and distribute mail for all
- CitiBank Card Coordinator

Housing
- Created and maintain Access database to track resident information for the duration of their residency for reporting purposes
- Ensure the accuracy of housing application information in the student access file
- Assist in resident placement and pairing
• Send notification letters to inform residents of housing acceptance/placement
• Prepare and distribute information signs for residents
• Perform tours for recruits and prospective residents
• Maintain residence hall security through Emerge
• Scheduled training for new Director, Assistant Directors, and Resident Assistants
• Assist with program ideas and activities
• Organize and perform health and safety checks
• Module manager in the Jenzabar planning/implementation process
• Resolve resident issues when necessary (i.e. conflict, lock-outs, small maintenance, etc.)
• Review security footage to address concerns/complaints
• Walk visitors through facilities (touring, contractors, maintenance, etc)
• Assist in resident check-in/check-out
• Assist with final walk-through/cleaning activities following resident move-outs
• Help schedule, set-up, mapping of camps
• Assist with camp room set-up/break-down (shower curtains, mattress protectors, toilet paper, etc)

• Provide Bookstore and Food Services with updated lists of residents throughout the semester

Athletics
• Print transcripts and schedules from Poise for athlete’s certification process
• Perform initial evaluation of college and high school transcripts for athlete’s certification
• Create and maintain NJCAA information on all athletes from the four sports for use by Registrar for athlete eligibility reports
• Inform business office of all billing related issue for officials, field rental, and concessions, etc.
• Coordinate all athletic travel and college bus usage
• Follow and enforce FERPA policies
• Process incoming Foundation monies through DEV for all sports
• Maintain calendar of all athletic events to ensure adequate scheduling for all events (buses, workers, facilities, etc.)
• Check out Sam’s and Wal-Mart card for duration of seasons

Concessions
• Purchase and maintain stock levels
• Open, set-up, close, clean after each event for all sports
• Schedule concessions and gate workers
• Request money amount form concession/gate with relevant date/times
• Pick up and return all concessions and gate monies from Business Office

MINIMUM QUALIFICATIONS:

1. Job Knowledge and Skills Requirement:
   a. Knowledge Required
      Knowledge of office skills, methods and procedures; deal effectively and cooperatively with staff and the public; basic math and budget procedures; English usage, grammar, business letter writing, spelling and punctuation.
b. **Skills Required**
   Ability to work independently, organize work load, follow verbal and written directions, choose alternatives, maintain records, compose letters, operate equipment, excellent computer skills, and supervise student help. Dynamic self-starter required to assist staff.

2. **Physical and Mental Requirements:**
   a. **Physical Requirements**
      Sedentary; frequent sitting, reaching, occasional lifting from floor; carrying; bending; frequent near vision use for reading; frequent hearing use; frequent stressful conditions
   b. **Mental Requirements**
      Frequent cognitive decision-making

3. **Education and Experience:**
   **Education Required and Experience**
   High school diploma or equivalency required
   College degree or certificate preferred
   One year experience working with the public
   Secretarial and clerical experience required.

4. **Environmental:**
   This position is an inside office position with minimal safety/health hazard potential.

**Signatures:**

____________________  ____________________
Secretarial Assistant  Date

____________________  ____________________
Athletic Director      Date

____________________  ____________________
Director of Residential Life  Date

____________________  ____________________
Vice President for Administrative Services  Date

____________________  ____________________
Vice President for Student Services  Date

____________________  ____________________
President  Date