



Human Resources

Job Description for:

Administrative Assistant – Athletics

FLSA Classification

Non-Exempt

Employment Category

Administrative Staff

Reports to

Director of Athletics

Benefits Eligibility

Full time benefits eligible

Schedule

35 Hours per week, generally, Tuesday through Friday 10am – 6:00pm and Saturday 11:00 am – 3:00pm during the athletics seasons; Monday through Friday 10am – 5:30pm outside of athletics seasons, 10 months (mid-August to mid-June) per year. Days and hours may be adjusted to meet the department needs for special athletics competitions.

Date

4/19/2023

Summary/objective:

The Administrative Assistant in Athletics primary role is to support the leadership team in the department and act as the first point of contact for students, parents, staff, and faculty. Middlesex prides itself on its co-curricular program and the Athletics department runs the sporting and fitness programs for all students on campus. Additionally, the role will support vendor management, special event support, and various office and clerical duties.

Supervisory Responsibilities:

- None

Essential functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

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- Facilitating department workflow; including supporting the administrative needs of the Director of Athletics and the two Assistant Directors of Athletics.
- Act as a point person for coaches, faculty, students, parents, etc. Be the lead customer service agent, i.e.: “the face of the office.”
- Assist in the coordination of athletic special events working with the Middlesex community and outside vendors; conveying Middlesex requirements and coordinating the needs with the Facilities Department.
- Monitor and maintain the department phone and email to ensure timely responses to all stakeholders.
- Directing athletics related contractor and vendors on campus such as, referees, equipment repair persons and suppliers.
- Organizing and tracking invoices and School credit card purchases for timely submission.
- Supporting supply procurement and management of inventory office supplies.
- Coordinate the monitoring of student attendance for practice.
- Coordinating the recordkeeping and preparation of awards and athletic achievements and athletic comments.
- Plan and coordinate transportation arrangements for teams, athletes, and coaches in conjunction with the Campus Services Manager on a weekly basis.
- Assist in the coordination of student enrollment in each seasonal sport sign-up, including building team rosters and documenting changes throughout the season.
- Coordinate travel for teams’, athletes’, and coaches’ trips as needed.
- Coordinate team events such as team photos, end of season gatherings, etc.
- Prepare printed athletics event programs as directed by the Director of Athletics or Asst. Directors.
- Other duties as assigned.

Competencies

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent adaptability skills – flexible in handling change, adjust to new situations with fresh ideas or innovative approaches, juggles multiple demands or tasks
- Ability to work independently.
- Ability to work in teams.

Work environment

- In office environment.
- In various buildings and spaces throughout campus.



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- Outdoors in fields and lawns in all weather conditions known to the New England environment.
- In an ice rink

Physical demands

- Prolonged periods sitting at a desk and working on a computer.
- Remain standing for extended periods of time.
- Ability to traverse various areas of the facility (including unpaved areas, dirt paths, uneven terrain, etc.) to set up for various events.
- Must be able to lift up to 20 pounds unassisted.
- Communication skills using the spoken and written word.
- Ability to use a visual display terminal with continuous wrist movement on a keyboard.
- Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example using a keyboard, sorting, etc.

Travel required

- None

Required education and experience

- High school diploma or equivalent required; Bachelor's degree preferred.
- Experience working with athletics programs and/or with high school age children.
- Proficient with Microsoft Office, Google Apps, and Teleconferencing software.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.

Additional eligibility requirements

- Able to successfully complete CHRI, CORI, and SORI checks.

Other duties

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.

To apply, please send an email with the job title in the subject line, explain why you are interested in this role, and attach your resume to hr@mxschool.edu.