



## **JOB TITLE: ATHLETIC ASSISTANT**

Classification: Classified  
Salary Range: 25

Retirement Type: PERS\*  
Revised Board Approved: October 18, 2004

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### **BASIC FUNCTION:**

Under the direction of the Dean of Health Sciences and Athletics, performs a variety of responsible services for students including coordinating and implementing assigned programs and services provided by the division.

### **REPRESENTATIVE DUTIES:**

Assist with on and off campus athletic events by arranging for facilities and transportation for other personnel as required.

Assist with maintenance of budgetary ledgers and expenditure controls.

Provide athletic information for publicity events.

Assist with determining athletic eligibility for intercollegiate competition; analyze data and make recommendations for appropriate action; assist coaches in the organization of special events, awards and others; maintain lists and files as directed.

Facilitate and prepare schedules and budgets for community recreation events and programs as directed.

Assist with the purchase and care of equipment; arrange for repair and maintenance of equipment on and off campus; arrange for athletic grounds care for various sporting activities.

Prepare correspondence providing information as requested with regard to the athletic and academic program.

Perform related duties as assigned.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Any combination equivalent to: College-level course work in physical education and three years experience in related physical education programs.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Functions and operations of an athletic program.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Modern office practices, procedures and equipment.

Record-keeping techniques.

A wide variety of athletic equipment and its application.

Abilities/Skills:

Work independently on a variety of assignments requiring paraprofessional and occasional professional skills.

Establish and maintain cooperative and effective working relationships with others.

**WORKING CONDITIONS:**

Typical office setting.

Standing and sitting for long periods of time.

Lift and carry up to 25 lbs.

Move from one work area to another as needed.

Hand, wrist and finger dexterity.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.