



VERMONT STATE COLLEGES

## **Job Classification Description**

### **ATHLETICS & RECREATION OFFICE ASSISTANT/CSC GRADE 10 VSCSF BARGAINING UNIT NON-EXEMPT**

#### **BASIC FUNCTION**

To oversee general office operations within the Athletics & Recreation Department. Perform a wide variety of clerical and administrative tasks for the department.

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Plan, coordinate and carry out daily activities/operations related to assigned administrative functions.
- Organize transportation, meals, and lodging arrangements for 19 varsity sports.
- Coordinate officials, communicate with assigners for scheduled home athletic contests.
- Serve as liaison with students, faculty, staff, parents, alumni, vendors, coaches, community, and other colleges and universities.
- Hire, train, and supervise the daily activities of office student-workers.
- Plan, purchase, and order a variety of materials and supplies for the Athletics and Recreation/S.H.A.P.E. departments.
- Perform numerous administrative responsibilities associated with the S.H.A.P.E. department and S.H.A.P.E. memberships for the community, faculty, and staff.
- Coordinate, initiate, prepare, process and monitor financial records relating to the operating budgets.
- Perform related duties as assigned.

#### **SUPERVISION RECEIVED**

General supervision is received from the Associate Dean for Athletics and Recreation.

#### **SUPERVISION EXERCISED**

General supervision over office student workers.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in business or other appropriate discipline, plus three to four years of relevant clerical and administrative experience or a combination of education and experience from which comparable knowledge and skills are acquired.

- Experience in a higher education setting with Athletic Department experience preferred.
- Broad base of general clerical and office management knowledge and skills.
- Good basic administrative and organizational skills. Experience in organizing and maintaining moderately complex filing and records systems. Previous experience with computerized information systems.
- Good reading, writing and math skills. Some bookkeeping/accounting training or experience may be desirable.
- Ability to deal effectively with a wide variety of individuals inside and outside of the College.

**This general outline illustrates the type of work, which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**

04/07