

**COMPTON COMMUNITY COLLEGE DISTRICT  
EL CAMINO COLLEGE COMPTON COMMUNITY EDUCATIONAL CENTER**



**EMPLOYMENT OPPORTUNITY FOR:**

**PART-TIME ATHLETIC SPECIALIST**

**502041/27**

**FLSA: NON-EXEMPT**

**FILING DATES: OPEN – OCTOBER 05, 2016 / CLOSING – OCTOBER 19, 2016**

	<u>Start</u>	<u>6 mos</u>	<u>1 yr</u>	<u>2 yrs</u>	<u>3 yrs</u>	<u>4 yrs</u>	<u>5 yrs</u>	
<b>HOURLY:</b>	<b>\$20.940</b>	<b>\$21.990</b>	<b>\$23.090</b>	<b>\$24.250</b>	<b>\$25.460</b>	<b>\$26.730</b>	<b>\$28.070</b>	<b>per hour</b>

**DEFINITION**

Under the general supervision of the assigned administrator, performs or coordinates a variety of functions, such as; dealing with student athlete eligibility, orientation and programs/activities. Provide administrative and technical support to the assigned administrator, coaches and athletic department. Assists the athletic department in adherence to the rules, regulations, and codes established by the State of California and the California Community College Commission on Athletics (CCCCAA).

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory or managerial staff. May exercise technical or functional direction over lower-level staff and student workers.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides administrative and technical support to the assigned administrator.
- Collects, records, maintains, distributes, and reports all student eligibility requirements as they pertain to athletic participation, insurance claims, academic progress, and athletic eligibility.
- Develops and updates lists of eligible athletes for distribution to campus administrators, coaches, trainers, equipment managers, and athletic academic counselors.
- Completes and submits all required reports and forms, as mandated by the COA/CCCCAA. Submits these reports within the established timelines.
- Collects and secures all student athlete information, including Form 1's, tracers, insurance forms, insurance cards, HIPPA forms, felony disclosure forms, etc.
- Works with the CCCCCAA and local athletic commissioner on issues dealing with student athlete eligibility, Injury/Illness/Insurance waivers, and other conference matters.
- Coordinates/conducts eligibility meetings for all athletic teams.
- Assists in organizing and conducting athlete orientations.

- Serves as a liaison between athletics, counseling, matriculation, and assessment.
- Serves as the recording secretary for athletic department meetings.
- Assists with the planning of annual athletics banquets, programs, as well as other athletic department events/activities.
- Responsible for processing payments for coaches, vendors, federal work study students, athletic trainers, as well as inputs necessary information for athletic purchases and travel.
- Drafts and types materials, memoranda, correspondence, reports, agendas, presentations, forms and other documents often of a highly sensitive and confidential nature.
- Assists with ensuring compliance with District policies and procedures, as well as legal requirements related to athletics.
- Maintains the athletic department calendar; coordinates, schedules, arranges and confirms meetings; screens requests for appointments.
- Assists with conference and travel arrangements, including hotel and flight reservations; prepares, reviews and submits conference travel, advance and reimbursement requests for approval.
- Assists with the planning and organizing of a variety of meetings, workshops, conferences and special events; secures event locations and arranges setup and catering/refreshments; attends events, greets guests and serves as a representative of the athletic department.
- Conducts research, responds to requests for information, questions and complaints from students, administrators, faculty, staff, media, community groups, and the public.
- Maintains designated work areas and equipment; orders and monitors inventory of athletic department supplies.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- An athletic program and its functions and operations.
- The specific needs of individual sports.
- State and Federal athletic requirements.
- Office administrative and management practices and procedures.
- Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
- Knowledge of District organization, rules, policies, procedures and operating practices related to areas of responsibility.
- Advanced uses of word processing and computer skills, graphics, spreadsheets, database and other software to create documents and materials requiring the interpretation and manipulation of data.

### **Ability to:**

- Assist with the management tasks of an athletic program.
- Work independently on a variety of assignments requiring para-professional and sometimes professional skills.
- Operate mainframe computer terminal and personal computer, calculator, copier, etc.
- Establish and maintain cooperative and effective working relationships with other.
- Plan, oversee, implement, and coordinate assigned program operations and activities, as well as staff and volunteers.

**DESIRABLE QUALIFICATION:**

Knowledge of CCCAA athletic eligibility requirements.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university AND three years of increasingly responsible working in student services in a college or university setting. One year of experience working with athletic programs preferred.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Districts and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Standing in and walking between work areas are required. Travel within and outside of District in performing responsibilities and functions. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 30 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in typical office as well as outdoor environments and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. Work flexible hours. Nights and weekends are required. Work under tight deadlines. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**PRE-EMPLOYMENT REQUIREMENTS/CLEARANCES**

- Criminal Justice Fingerprints.
- Tuberculosis screening.
- District pre-placement drug testing at District expense.

**APPLICATION PROCEDURE:**

To ensure full consideration, qualified candidates must submit:

- Compton Community College District Classified Application **Online**
- Upload the following documents:
  - Cover Letter (Letter of introduction highlighting your education and experience.)
  - Resume.
  - Copies of pertinent transcript(s). Multiple page transcripts must be uploaded as ONE pdf document. (Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited

institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>

\*Please Note: Documents uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

**ALL APPLICATIONS MATERIALS MUST BE  
SUBMITTED ONLINE AT:  
[www.district.compton.edu/administration/human-resources](http://www.district.compton.edu/administration/human-resources)**

**REASONABLE ACCOMMODATIONS:**

Any individual with a disability, who requires reasonable accommodation, may request assistance by contacting the Human Resources Office at (310) 900-1600 extension 2144, or completing form PC1105, a minimum of five (5) working days prior to closing date for this position.

**Selection Procedure**

- Applications will be screened to determine which applicants meet the minimum qualifications as stated in the job announcement.
- Applicants who meet the basic qualifications and who are also deemed to possess the highest degree of desirable qualifications will be invited to the college at their own expense. During the campus visit, each applicant will be tested and/or interviewed.
- The Human Resources Office will rate responses to the questions or interview questions.
- Based upon this rating, a small number will be invited to the campus a second time for an interview.

**EMPLOYMENT INFORMATION:**

To be considered in the initial committee review, all materials requested in this vacancy notice must be received no later than the filing deadline. Applicants wishing to apply for more than one position must submit separate materials for each position. The District does not return materials submitted in application for a position. (Copies of original documents are acceptable.) **SUBMISSION OF THESE MATERIALS IS THE APPLICANT'S RESPONSIBILITY.**

During the interview, consideration will be given to factors in addition to education and experience, including but not limited to professional development, ability to work with others, and commitment to meet student needs.

The District reserves the right to contact the current or most recent employer and to investigate past employment records of applicants selected for interview.

Applicants who are eliminated from consideration will be notified by letter or email. Candidates should not expect official notification of the status of their candidacy until the Special Trustee has acted upon the District's recommendation for employment.

The District reserves the right to extend the deadline, re-advertise the position, or to delay indefinitely filling this position if it is deemed that applicants for the position do not constitute an adequate applicant pool. Staffing of this position is contingent upon the availability of funding.

**ABOUT THE DISTRICT**

El Camino Community College District became the partner district to Compton Community College District in August of 2006. Under the agreement with El Camino College, the El Camino College

Compton Community Educational Center provides accredited instructional and student support services to our students with and on behalf of the Compton Community College District.

The 83-acre campus is located on Artesia Boulevard, just north of the Artesia freeway and west of the Long Beach freeway. The Compton Community College District continues to serve the communities of Compton, Lynwood, Paramount and Willowbrook, as well as portions of Athens, Bellflower, Carson, Downey, Dominguez, Lakewood, Long Beach and South Gate. The District has been a viable part of the community since 1927.

The Compton Center is a welcoming, learning community in which the campus as a whole collaborates to serve and assist students in pursuit of their respective goals. It serves as an integrated cultural Mecca, and functions in a unified fashion so that all current and prospective students receive consistent messages regarding the importance of learning and our commitment to assist them in achieving their learning objectives.

Compton is “The Place to Be!” We will continue to serve our community with the goal of giving all students the education and skills needed to succeed in our global economy.

**MISSION STATEMENT:** The Compton Community College District is dedicated to providing the residents of its service region with diverse educational, career and cultural opportunities. The District is committed to offering a comprehensive curriculum in a safe, friendly and accessible environment that prepares students to achieve their personal professional goals.

**THE COMPTON COMMUNITY COLLEGE DISTRICT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.** Compton Community College District is an Equal Opportunity/Affirmative Action employer and does not discriminate in employment on the basis of sex, sexual orientation, race, color, religious creed, marital status, denial of Family & Medical Care Leave, national origin (including language limitations), ancestry, medical condition (cancer/genetic characteristics), age (40 and above), disability (mental and physical) including HIV and AIDS, denial of pregnancy disability leave or reasonable accommodation, or other protected classes, or obligations to the National Guard or Reserve Forces of the United States. For specific details on this policy, please contact Rachelle Sasser, EEO Compliance Officer, at (310) 900-1600, extension 2140.

**IMPORTANT NOTICE**

To be included in the initial screening, application materials must be received no later than the closing date.