



## ATHLETIC SPECIALIST

### **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 (CCCAA).

### **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/CCCAA. 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 CCCAA 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.