

DESERT COMMUNITY COLLEGE DISTRICT

ATHLETIC PROGRAMS ASSISTANT

BASIC FUNCTION

Under the direction of the Athletic Director, perform a wide variety of clerical and secretarial functions in support of the College's athletic programs; evaluate and verify eligibility of student athletes for participation in College varsity sports activities; coordinate communication, prepare and disseminate information concerning the athletic program.

REPRESENTATIVE DUTIES

Conduct eligibility meetings with student athletes and coaches; evaluate information submitted by student athletes to determine eligibility for participation in varsity sports activities in accordance with established requirements and regulations. *E*

Query the College's automated records system to determine number of units successfully completed or enrolled by students; calculate grade point averages and verify insurance and health screening information. *E*

Distribute final eligibility lists and clearance information to the Conference Commissioner, coaching staff and others according to established timelines. *E*

Coordinate communication with Admissions and Records personnel; establish orientation dates for new and continuing student athletes and assist with registration. *E*

Perform a variety of clerical and secretarial duties in support of the Athletic Program and coaching staff; type reports, maintain records, answer telephones and distribute mail; maintain a variety of records and files related to athletic eligibility and participation, health screenings, State and Conference championships, sports contests and trophies. *E*

Compile, compose and type letters, memoranda, rosters, lists, cards, purchase orders and other materials; produce computer graphics for flyers, rosters and athletic schedules, game programs and letterhead; produce orientation literature and obtain items for orientation packets. *E*

Provide assistance and interpretation to supervisors and coaching staff regarding State and Conference Code sections; coordinate with Athletic Director and coaches special events and tournaments. *E*

Perform bookkeeping duties for the Department and Varsity Club; monitor accounts of student athletes with deferred payments to assure tuition payments are current. *E*

Arrange for sports and awards banquets; order and maintain office supplies; process maintenance requests on office equipment. *E*

Operate computer and peripheral equipment to enter data, maintain records and generate reports; utilize various software applications as required. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Athletic program terminology, practices and procedures; conference and State Athletic codes, rules and regulations; modern office practices, procedures and equipment; receptionist and telephone techniques; record-keeping techniques; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; applicable sections of State Education Code and other applicable laws; interpersonal skills using tact, patience and courtesy; operation of office machines including computer equipment.

Ability to: Perform and coordinate office, secretarial and clerical work involving independent judgment

and requiring accuracy and speed; learn to interpret and explain College and athletic program policies, rules and objectives; add, subtract, multiply and divide quickly and accurately; understand and interpret rules and written directions and apply to specific situations; compose correspondence independently; perform duties effectively with many demands on time and constant interruptions; operate office machines including computer terminal, typewriter, copier, calculator and others; type at 40 words per minute from clear copy; establish and maintain cooperative and effective working relationships with others; meet schedules and time lines; plan and organize work; communicate effectively both orally and in writing to exchange information; work independently with little direction; sit for extended periods of time.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school including or supplemented by courses in secretarial science or related business courses and three years of responsible secretarial and clerical experience.

WORKING CONDITIONS

Environment: Office environment.

EMPLOYMENT STATUS

Bargaining Unit Position

E=Essential Functions