

**DAWSON COMMUNITY COLLEGE
POSITION DESCRIPTION**

TITLE: Assistant to the Athletic Director

DATE: July, 2024

SUPERVISION RECEIVED: Athletic Director

DEPARTMENT: Athletics

FLSA STATUS: Non-Exempt, Part-Time, Hourly

SUPERVISION EXERCISED: Student Employees &
Work Study Students;

POSITION NUMBER: S99906

SALARY RANGE: \$13.00/hourly

**** WAGES COMMENSURATE WITH EDUCATION & EXPERIENCE ****

SUMMARY OF WORK: The Assistant to the Athletic Director position is responsible for a wide range of support services assisting the Athletic Director and the Athletic Department with tracking, researching, reporting, planning as well as general office duties associated with the athletic department at Dawson Community College. This position requires attention to accuracy, detail, confidentiality, and timeliness.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, and professionalism for others. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College. Employees at DCC hold themselves and each other to a higher threshold of respect and practice respect for the people with whom we work and serve. Respect creates an atmosphere conducive to diversity, equity, inclusivity, and learning.

Professionalism at Dawson Community College includes being mindful of our actions when working with students, colleagues, co-workers, and our community members. Respect for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others are an expected part of all Dawson Community College job performance evaluations.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

JOB CHARACTERISTICS AND AREAS OF ACCOUNTABILITY:

- Help with set-up and manage volunteers and logistics for home games.
- Assist with organizing and administering game promotions.
- Assist with collecting information and paperwork for eligibility files.
- Coordinate bus schedules, itineraries, and departure times.
- Create monthly athletic schedules to distribute to faculty and staff.
- Track the scheduling for recruiting vehicles among coaches.
- Collect and maintain all-time records and statistics, team records, and championships for all athletic programs.
- Schedule appointments, arrange, and coordinate meetings.
- Make travel arrangements and complete vouchers.
- Take, transcribe, and distribute minutes of all meetings as directed by the Athletic Director.
- Compose, edit, and prepare correspondence and reports.
- Assist in various projects as requested for the Athletic Director.
- Maintain records and paperwork for Bucs Club.
- Research, compile, and organize information for reports as needed.
- Handle confidential records for the Athletic Director.
- Accounts for and handles petty cash; safeguards revenue from athletic events and Bucs Club etc.
- Create, maintain, and post the monthly calendar of events and prepare work orders for such events, coordinating schedules as needed.
- Schedule events and inform events manager of facilities and IT needs and assist in set-up as necessary.
- Assists Director in tracking budgets for various athletic departments as appropriate.
- Prepare paperwork and track payments for departmental purchases.
- Prepare documentation as requested for various meetings and accrediting bodies.
- Provide clerical support for Athletic Director.

- Participate on committees as needed.
- Perform other duties as assigned.

Nature of Work: Serve our potential students, community and colleagues and articulate the value of the College's residential, education experience to different types of people in large groups or individually. This position performs duties, which require attention to detail, accuracy, and timeliness. In addition to regular working hours, the Assistant to the Athletic Director may be required to attend events during evenings and weekends to perform job functions.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

This institution is an equal opportunity provider.

Essential Functions: Position requires ability to: read written material, answer questions and requests, take and prepare meeting minutes, type and file, prioritize and organize work tasks, prepare class schedules, schedule facilities, maintain schedules and monthly calendar of events, purchase office supplies, track departmental budgets, distribute documents and forms to students and instructors, and other functions as needed. Position must be physically able to walk and talk, sit and stand, bend to file papers, reach with arms and hands, have acute vision, and use manual dexterity.

Skills: This position requires skills in the use of general office equipment and computers including word processing, spreadsheet, database applications, and desktop publishing software, fax machine, copiers and printers. Strong human relations, customer service, and communication skills are required. Banner record keeping system.

Abilities:

- Communicate effectively both orally and in writing.
- Perform assignments in a timely manner and ability to work with multiple deadlines.
- Handle stress and manage a large volume of work.
- Excellent organizational skills
- Ability to perform several tasks at once or change gears spontaneously
- Deal with a variety of personalities
- Establish effective working relationships with the general public, students, faculty, staff, and administration
- Follow verbal and written instructions

Required Qualifications:

- Two (2) years administrative experience or a combination of education and experience
- Valid Montana Driver's license.

Preferred Qualifications:

- Higher Education experience
- Two years recruiting and public relations experience
- Experience in a higher education setting, counseling, or sales environment

COMPLETED APPLICATION PACKET MUST INCLUDE:

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of all college transcripts
- Three professional references (names, addresses, and phone numbers).

INQUIRIES MAY BE DIRECTED TO:

Human Resources Department

hr@dawson.edu

406-377-9430

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work as well as information to conduct a background check.

Nondiscrimination Policy:

Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning these matters should be brought to the attention of Daisy Nyberg, Title IX Coordinator.

Telephone: (406) 377-9412. **Email:** dnyberg@dawson.edu. **Mailing Address** Daisy, Title IX Coordinator, 300 College Drive, Glendive, MT 59330