

Athletic Assistant Job Description

Position Title: Athletic Assistant

Reports to: Director of Athletics

Summary: The Athletic Assistant will be counted on to provide administrative support to the athletic director and coaching staff, and will act as a liaison to the faculty, staff, students, parents, members of the athletic booster club, alumni, and the greater Marshall community.

The successful Athletic Assistant will possess high-energy, a “can-do” attitude, and the ability to keep everything in perspective no matter how crazy the day (most likely the afternoon) can get. While the director of athletics is a full-time employee, most of the coaching staff are not. Coaches will often have a very short window of time before practice or games to get things done, and will count on the Athletic Assistant to help them communicate with faculty, staff, students and parents, complete time sensitive documents, maintain confidential information, and keep records for future use. The Athletic Assistant must be able to balance multiple projects and changing priorities during stressful situations without losing focus.

Important to the position is the ability to maintain confidential information. The Athletic Assistant may become aware of a student's grades, health concerns, and perhaps issues with respect to their friends and family. It is imperative that the Athletic Assistant maintains the strictest confidence (except in emergency situations) as it relates to these matters and other issues as they become known.

Many times the Athletic Assistant will be the first person someone meets when visiting the athletic department. It is imperative that the Athletic Assistant understands the importance of providing a positive first impression and demonstrating a strong commitment to excellent customer service.

Specific tasks may include, but are not limited to:

- Assisting the athletic director with tracking the athletic department budget
- Completing purchase orders for signature
- Assisting the athletic director with MSHSL and conference athletic eligibility forms
- Maintaining the athletic department master schedule of all home and away events and coordinating the schedule with Marshall School's master schedule.
- Scheduling event management personnel (box office, ticket takers, concession stand personnel, scorekeepers, clock operators, etc.)

Specific tasks may include, but are not limited to (Continued):

- Assisting the coaching staff with coordinating road trips including, transportation, hotel reservations, meals, etc.
- Providing support to the athletic director and coaching staff during tournament time – timely submission of tournament entry fees and paperwork
- Assisting the medical staff with medical clearance forms for the athletes
- Scheduling game officials and ensuring they are paid on time
- Assisting the athletic director and coaching staff with reporting event scores

- Assisting the athletic director and coaching staff with the completion of required entry forms and associate fees
- Assisting the athletic director with maintaining the athletic department's pages on the Marshall School Website including, posting team rosters, revising schedules, posting ticket prices, etc.
- Assisting the coaching staff with allocation of uniforms and equipment before the season, and the inventory of same at the conclusion of each season
- Coordinating with our faculty and staff "early dismissals" for students needing to leave school early to attend athletic events
- Ensuring that accident reports are completed and directed to appropriate personnel within the school
- Ordering academic awards and varsity letters
- Assisting the athletic director by attending and keeping written records of meetings (athletic booster club, pre-season team and parent meetings, etc.)
- Assisting the athletic director, coaching staff, Marshall Booster Club, etc. with major events such as the spring athletic awards dinner, the annual rummage sale, pre-season media days, Homecoming, and the Marshall golf outing
- Other duties as assigned

Qualifications or Skills Required:

- Proficient in Microsoft Office Suite (primarily Word and Excel), Internet, and team scheduling software, etc. – will train
- Trustworthy – able to maintain confidential information as appropriate, for example academic and health records, personal family information, etc.
- Strong organizational skills – the ability to balance multiple projects and changing priorities without losing focus
- Excellent verbal and written communication skills
- Able to work in a complex team-oriented environment in order to accomplish department goals and objectives.
- A willingness to help others in the department and throughout the school as necessary
- Maintain a "solution conscious" attitude when faced with challenges
- Able to follow and complete detailed verbal and written instructions within specified timeframes
- Able to perform assigned duties with speed and accuracy
- Proven record of attendance and punctuality

Qualifications of Skills Preferred:

- Experience working in an athletic department setting or a high-demand office environment
- Familiarity with the "language of sports"

Equal Opportunity

Marshall School is committed to providing equal opportunity to all qualified employees without regard to race, color, religion, gender, national origin, age, physical or mental disability, status with regard to public assistance, membership or activity in a local commission, status as a military veteran, or marital status. Qualifications for employment and promotion are based upon ability to perform the job, as well as dependability and reliability once hired.

Application Deadline: Open until position is filled