



## **POSITION ANNOUNCEMENT**

**Job Title:** Office Assistant  
**Department:** Athletics  
**Reports To:** Athletic Director  
**Level:** 4  
**Shift/Hours:** 40 hours per week  
**Date Prepared:** April 4, 2018

### **SUMMARY**

This position provides overall office support to the Athletic Director, athletic staff, and coaches of the department.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Acts as office receptionist and provides assistance to visitors, students, staff, parents, and the public.
2. Provides telephone and personnel coverage for the Athletics Department. Screen, direct and distribute mail, determine importance and timeliness; convey information to the appropriate staff member.
3. Schedules and maintains the Athletic Director's appointment calendar. Also maintains the calendar of athletic events and other events for the Department.
4. Maintains an up-to-date filing and retrieval system, inventory of office supplies and replenishes as needed.
5. Assists with preparing the annual cost center budget; monitors the budget throughout the year; processes needed budget transfers, purchase orders and charge backs.
6. Assists with travel authorization and expense forms and arranging transportation for away athletic events. Maintains and updates records weekly.
7. Receives and distributes meal money and information to coaches; receives and processes funds being returned from team travel, including final travel forms.
8. Requests payment for personnel working sporting events.
9. Prepares game contracts for signature and mail to appropriate institutions.
10. Deposits funds from fundraising efforts.
11. Records, types, and distributes staff meeting minutes.
12. Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring and training; planning, assigning and directing work of student workers; addressing complaints and resolving problems.

### **QUALIFICATIONS**

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND EXPERIENCE**

High school diploma or general education degree (GED); 3 years secretarial experience and/or training; or equivalent combination of education and experience. Working knowledge of Microsoft Office required.

### **TO APPLY**

Please complete the application at <http://www.madonna.edu/resources/human-resources>. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to [hr@madonna.edu](mailto:hr@madonna.edu). Current employees must complete the internal application on MY Portal >Employee Resources.

### **MADONNA UNIVERSITY**

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.