



Job/Position Description

ATHLETICS OFFICE MANAGER

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit [application](#), cover letter, resume/curriculum vitae, and your salary requirements. Please email your application materials to mike.hermann@kwu.edu or mail the same to The Office of Human Resources, Campus Box 33, Kansas Wesleyan University, 100 E. Claflin, Salina, KS 67401-6196. In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. If emailing, make sure you reference the position title on the subject line of your email.

The timeline for filling this job is:

- Applications will be taken until position is filled.
- Interviews will begin as soon as qualified applicants are identified and continue until the position is filled.

We will NOT check personal references or present and past employers without first notifying you of our intent to do so. KWU is an Equal Opportunity Employer, and we will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION TITLE: ATHLETICS OFFICE MANAGER

POSITION'S MAJOR OFFICE: Athletics

MAJOR OFFICE RESPONSIBILITIES: Athletics is responsible for operations of 24 athletics teams, meeting the requirements of National Association of Intercollegiate Athletics (NAIA) and Kansas Collegiate Athletic Conference (KCAC) regulations. The program recruits students to meet roster minimums; focuses on retention by providing an outstanding student-athlete experience and counseling students appropriately on academic and other issues; enhances the physical, mental and social development of the student-athletes through rigorous practices, appropriate competition and off-field activities including community service; and provides a connection point for the campus, alumni and Salina community to the university.

POSITION'S DEPARTMENT: Athletics

POSITION'S DEPARTMENT RESPONSIBILITIES: The Athletics Office oversees the operations and planning for the 24 sports. As such, the Athletics Office coordinates scheduling of athletics venues, team transportation and game officials, plus oversees operations for home events, including ticketing. The Athletics Office also sells corporate partnerships within the Salina community, coordinates fundraising and alumni events and conducts a fundraising drive for athletics. The Athletics Office is also responsible for oversight of recruiting and adherence to NAIA rules, including providing the appropriate eligibility documents.

POSITION'S DIRECT SUPERVISOR: Mike Hermann, Director of Athletics.

DATE POSITION LAST REVIEWED OR ANALYZED: October 2018; REVISED BY: Tiffany Wearing. Reviewed by Mike Hermann, Director of Athletics

POSITION'S EMPLOYMENT STATUS: Full-Time, Staff, Non-Exempt, At-will

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: Hourly salary.

POSITION INFORMATION

POSITION'S SUMMARY: The position is responsible for providing office support to the Director of Athletics, including managing key areas, including the scheduling of athletics venues, team transportation and processing of eligibility documents. The position also serves as the main receptionist for athletics and manages the office supplies and other office management issues.

POSITION WORKS WITH: The Director of Athletics, all athletics staff members, visiting student-athletes, recruits and their families, alumni guests, and key contacts in other university departments.

POSITION'S STAFF AUTHORITY: None

POSITION'S BUDGET AUTHORITY: None

POSITION'S PHYSICAL WORKING CONDITIONS: Office and occasionally off-campus event venues.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S EQUIPMENT: University phone, computer

POSITION'S WORK SCHEDULE: full-time schedule (40 per week required). The day-to-day work schedule may change based on the program's needs and requirements.

POSITION'S TRAVEL REQUIREMENTS: None

POSITION DUTIES AND PERFORMANCE STANDARDS

POSITION'S ESSENTIAL DUTIES:

- Key Task Coordination (50%)
 - Coordinate scheduling of athletics venues, following appropriate procedures, and entering events in School Dude or similar software
 - Coordinate scheduling of team travel after Assistant AD completes it at the beginning of the year
 - Coordinate game contracts for all non-conference competitions
 - Record community service for all athletics programs
 - Coordinate contact with Hall of Fame inductees and guests
- Eligibility and Recruiting (25%)
 - Assist with the eligibility process by labeling students in the Jenzabar system and filing final documents
 - Record changes in team rosters during each season
 - Pulling information weekly from Front Rush putting it into the Jenzabar system
 - Coordinate a roster workbook for each program that includes returning and incoming students
 - Coordinate and file the KCAC Letter of Intent program documents
- Office Management (15%)
 - Schedule meetings
 - Manage office supplies for the office
 - Oversee work study students for the office
 - Scheduling meeting rooms for athletics
- Receptionist (5%)
 - Answer the main athletics phone, greet visitors
 - Coordinate the athletics staff directory

POSITION'S OTHER DUTIES (5%):

- Assist with the operation of the athletics program by serving in an as-needed basis during planning meetings for game operations and fundraising events.
- Performs other duties as assigned by the position's supervisor.

POSITION'S PERFORMANCE MEASURES AND STANDARDS: This section lists the specific performance measures upon which this position's performance will be evaluated. Actual performance standards (goals) for each performance measure will be set in consultation with the position holder and their direct supervisor.

- Key Task Coordination – after training, complete tasks on a regular basis, as assigned

- Eligibility and Recruiting – keeping an accurate file of eligibility documents and roster changes; learning the Jenzabar system so that eligibility information can be accurately listed
- every donor request has been fulfilled
- Office Management – successful, proactive oversight of this area
- Receptionist – greeting guests warmly, keeping office looking professional and training student workers to assist

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: High school degree
- PREFERRED: Bachelor’s degree

CERTIFICATIONS/LICENSES:

- MINIMUM REQUIRED: None

WORK EXPERIENCE:

- MINIMUM REQUIRED: Office experience with use of Microsoft programs
- PREFERRED: College athletics experience

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA’S:

- MINIMUM REQUIRED
 - Philosophical alignment with the mission and vision of Kansas Wesleyan University.
 - Use of Microsoft Word and Excel
 - Ability to learn additional computer programs (i.e., Jenzabar)
 - Demonstrable teamwork and team building skills.
 - Demonstrable priority setting and organizational skills.
- PREFERRED
 - Microsoft Power Point or other graphic design program knowledge

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS JOB/POSITION DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS POSITON. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered to be “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.

6. AGREEMENT SIGNATURES

Employee’s Signature _____

Date ____/____/____

I have read, understand, and accept this Position Description and more specifically the duties and standards of performance associated with this position and agree to be held accountable for successfully completing these duties and standards of performance. In addition, I agree to be held accountable for following the policies and processes as outlined in the KWU Employee Handbook, and acknowledge receipt of the handbook.

Direct Supervisor's Signature _____

Date ____/____/____

A copy of the signed PD is to be retained by both the position employee and their direct supervisor. In addition, a signed copy is to be given to and retained by the Department's Supervisor and the HR Department.