

Position: Athletic Administrative Assistant (Full-Time)

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Desired salary (may be entered on application)
6. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

Location: Athletics Department

Direct Supervisor: Director of Athletics

Work Schedule: Full-time, typically Monday–Friday, 8:00 a.m. to 5:00 p.m. Some evening and weekend hours are required for events such as Homecoming, Night with the Yotes, Graduation, and Lunch with the Coaches. Schedule may vary based on departmental needs.

Salary and Benefits: Compensation is based on experience. Benefits are available for full-time employee.

Additional Information: This position is classified as a full-time staff employee, non-exempt, and at-will. Employment is contingent upon a successful background check. All employees are considered responsible employees under Title IX and must comply with reporting requirements.

Overview: This position will provide comprehensive administrative and operational support to the Athletics Department. This position serves as the primary office contact for visitors, staff, and external stakeholders while directly supporting the Athletic Director with high-level administrative tasks. The role coordinates key functions such as athletics

scheduling, office operations, compliance tracking, and departmental initiatives, ensuring efficient day-to-day operations for 25 athletic programs while maintaining compliance with NAIA and KCAC requirements.

Key Responsibilities:

Administrative Support to Athletic Director (30%)

- Manage the Athletic Director's calendar, ensuring it remains current with all university-related events, meetings, and commitments
- Schedule meetings in alignment with the Athletic Director's direction and priorities
- Prepare reports, presentations, and correspondence on behalf of the Athletic Director
- Assist with a variety of projects and tasks as needed
- Maintain internal records and personnel documentation
- Support and maintain internal athletic department processes and operations
- Assist with internal department new hire processes, including completing and submitting required forms to appropriate campus departments
- Provide additional administrative support as needed

Athletics Operations Coordination (35%)

- Coordinate scheduling of athletic venues using appropriate internal operating systems
- Assist coaches with team travel needs
- Schedule concessions and operations support
- Oversee invoice submission for payment and tracking
- Track and record community service activities for all athletic programs

Office Management (30%)

- Serve as the main receptionist by answering phones, taking messages, responding to inquiries, transferring calls, and greeting visitors
- Manage office supplies, including purchasing and maintaining inventory
- Supervise and coordinate work-study students and front desk coverage
- Schedule meetings and coordinate office space usage, including sending agendas, recording meeting minutes, and distributing recaps and follow-ups as needed
- Maintain and update internal athletics department documents
- Ensure a professional, organized, and welcoming office environment
- Perform additional clerical and administrative support tasks as required

Other Duties (5%)

- Assist with fundraising events, alumni engagement, and special all-university athletics events
- Perform other duties as assigned by the Director of Athletics

Performance Goals:

- Ensure efficient scheduling and coordination of athletics facilities and events
- Provide high-level administrative support to the Athletic Director
- Maintain organized, professional, and customer-focused office operations
- Support compliance with NAIA and KCAC regulations
- Contribute to successful execution of athletics events and departmental initiatives
- Enhance communication and coordination across athletics and campus departments

Qualifications:

Education:

- High school diploma required
- Bachelor's degree preferred

Certifications:

- None required

Experience:

- Office experience and proficiency with Microsoft Office required
- Experience in collegiate athletics or higher education preferred

Skills:

- Strong organizational and time management skills
- Ability to handle confidential information with discretion
- Effective communication and interpersonal skills
- Ability to prioritize tasks and manage multiple responsibilities
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Ability to learn new systems (e.g., Jenzabar, scheduling software)
- Strong teamwork and problem-solving skills
- Alignment with the mission of Kansas Wesleyan University