



Administrative Assistant to the Athletic Department

Department: Athletics

Approved By: Jason Kuffel

Reports to: Athletic Director

Date: 2019-2020 Academic Year

Job Summary

Reporting to the Athletic Director, the Administrative Assistant to the Athletic Department must adhere to policies of Saint Viator High School, the IHSA, and the local conferences to which Saint Viator High School belongs. The Administrative Assistant to the Athletic Department supports the Athletic Director and Assistant Athletic Director in all athletic activities, with the primary responsibility of this role being the fulfillment of duties relative to the total athletic program.

Additionally, he/she supports the Athletic Director in their efforts to strengthen Saint Viator High School's student athlete experience.

It is essential that the Administrative Assistant to the Athletic Department projects a positive image of Saint Viator High School, maintains confidentiality, and will be familiar with and abide by the Saint Viator High School Behaviors of Excellence.

Essential Functions & Responsibilities

- Prepare for assigned home or away contests including setup, supervision, and breakdown of on- and off-campus events, as well as other related duties as needed
- Attend to vouchers, payment and management of officials and game-management personnel.
- Coordinate all sports banquets at Saint Viator High School
- Maintain student athlete physicals, coaches files and yearly athletic team records.
- Coordinate concession management for all home events
- Master Athletic Facility Scheduler
- Coordinate off-site facility rentals for practices, events and games
- Manage team awards/plaques, all conference awards, scholar athlete awards, digital and Athletic Hall of Fame displays
- Manage early release and daily announcements
- In conjunction with the Director of Marketing and Communications, facilitate summer camp schedules.
- Serve as tournament coordinator as assigned by the Athletic Director
- Coordinate team and individual pictures during the fall, winter and spring seasons
- Assume other duties as assigned by the Athletic Director and/or President

Assistant Athletic Director

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Additional Responsibilities

- Represent the Athletic Department and Saint Viator at athletic events, meetings or IHSA events in the absence of the Athletic Director and upon the request of the Athletic Director and/or President of Saint Viator High School

Prerequisites & Background Experience

- BA or BS with education and/or organizational experience
- Solid Computer proficiency (MS Office, Google, iPad)
- Experience working in a school or education environment preferred
- Able to work nights and weekends

Personal Characteristics

- A person of faith
- Passion for Saint Viator High School's mission
- Positive, collaborative team player, responsive to and respectful of others
- Assumes ownership and accountability for projects and commitments
- Trustworthy
- Professional, acting with integrity in all situations
- High energy, and self-motivated
- Detail-oriented
- Willingness to evaluate and pursue new opportunities in advancing Athletic Department effectiveness
- Able to maintain confidentiality
- Able to multi-task and work in a high-stress environment