

INTERCOLLEGIATE ATHLETICS COORDINATOR

GENERAL STATEMENT:

Provides support for the athletic department staff and all athletic programs.

REPORTS TO:

Director of Intercollegiate Athletics

OCCUPATIONAL GROUP:

Paraprofessional

FLSA:

Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION AND EXPERIENCE:

Bachelor's Degree with 2 years' experience or Associate Degree with 5 years' experience in related field

LICENSE OR CERTIFICATION:

None

SKILLS:

Proficiency in Microsoft Office Suite, iSeries, Electronic P.O. systems and other standard office equipment. Strong interpersonal, written and verbal communication skills. Basic arithmetic.

DUTIES AND RESPONSIBILITIES:

- Receptionist for athletic department and athletic staff.
- Production of departmental signage.
- Compilation, production and dissemination of all game schedules specific to each athletic program.
- Maintain a master athletic calendar with all games, events, and practice schedules.
- Serve as the coordinator for all home athletic events.
- Organize game preparations including, but not limited to: game help, cash drawer, ticket allotment, pass list, game programs, and official sign-in sheet.
- Complete gate reports for ticket sales and gate receipt reconciliation.
- Responsible for prompt delivery of gate receipts and required documentation to the Business Office.
- Coordinate vehicle requests and compile vehicle usage reports.
- Supervise and sign athletic department travel request and reports
- Supervise and sign athletic department vehicle request and scheduling
- Supervise athletic department team travel (i.e. shuttles, vans, cars, hotels, etc.)
- Coordinates travel arrangements and required documentation for team and individual athletic staff travel.
- Prepare purchase orders, cash payment requisitions, and agency fund requests.
- Assist athletic director with inventory control, budget requests, proposals, and adjustments.
- Assist athletic director with maintaining accurate records relating to NJCAA rules and regulations with relation to total number of scholarship award given each sport.
- Responsible for assisting in the coordination, recordkeeping, reporting and benefits of the Cardinal Club.
- Management and communication with season ticket holders.
- Enter and maintain all records pertaining to NJCAA National Letters of Intent.
- Maintain the athletic bookroom.
- Coordinate the recordkeeping and disbursement of books to all student-athletes receiving book scholarships.
- Other duties as assigned by the athletic director or other appropriate supervisory personnel.

INTERCOLLEGIATE ATHLETICS COORDINATOR

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May be required to work irregular hours.
- May be required to work some nights and weekends.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 9/7/2010

Revised: 04/12/2017

JD467