

Classified III, Administrative Assistant - Athletics: Duties and Responsibilities:

The Administrative Assistant is responsible to the Athletic Director. **This is a security-sensitive position and is subject to a criminal history record. (Texas Government Code 411.094 & Texas Education Code 51.215)**

Specific duties include:

1. To participate in all clerical functions as assigned by the Athletic Director and/or the President of the college, including the handling of correspondence and assisting with research and compilation of reports.
2. To provide clerical and secretarial support to the coaches and other staff assigned to the King Physical Education Center.
3. To be knowledgeable concerning the total educational programs of VC so that accurate information can be given to prospective students and visitors.
4. To assist in planning and coordinating the annual Sports Banquet.
5. To maintain general files.
6. To process telephone calls as appropriate.
7. To process all items within Colleague for the Department of Athletics.
8. To maintain supplies of materials and forms used for the routine functions of the office.
9. To work with the community recreation program to coordinate activities in the Natatorium and King Center Gym.
10. To assist in enforcing all King Center policies and procedures.
11. To assist in supervising work-study students and other part-time staff.
12. To function as a team member of the Athletics department in the development and implementation of processes necessary to accomplish the goals and philosophy of the department and the College.
13. Coordinate and prepare activities of Sports Day.
14. Assist with compiling data for semi-annual and annual reporting.
15. Assist with the processes of book distribution and scholarship information.
16. To assume special duties and responsibilities as assigned by the Athletic Director, and/or President of the College.

Revised: 05/19, 04/23, 05/24