

## **JOB DESCRIPTION**

**JOB TITLE:** Administrative Assistant for Sports and Championships

**PROGRAM / DEPARTMENT:** Sports and Championships

**REPORTS TO (Title):** Assistant Commissioners of Sports and Championships

**FLSA STATUS (Exempt or Non-Exempt):** NON-EXEMPT

**SUPERVISORY RESPONSIBILITY:** N/A

### **POSITION SUMMARY:**

To provide clerical, administrative assistance, and support to the Sports and Championships team on a daily basis in routine matters and in preparation for State Championship events and other specific areas (i.e. special event preparation, coaches' education, coaches' meetings).

### **ESSENTIAL FUNCTIONS:**

- Maintain a comprehensive understanding of NCHSAA policies, procedures and regulations as they relate to customer service, office support, and the administration of the NCHSAA's sports programs
- Provide support through implementation of office procedures for the Sports and Championship team
- Provide clerical and administrative assistance including record-keeping, filing, and photocopying of pertinent documents and updating related databases (including but not limited to coaches' education certifications, eligibility summaries)
- Prepare and organize championship materials including but not limited to event awards, signage, various sport-specific equipment and supplies, apparel, and credentials
- Assist with post-event correspondence, equipment storage, and supply reorganization
- Compose letters, memos, and emails on behalf of the Sports and Championships team under direction of team members
- Schedule, plan, and assist in coordination of various meetings for the Sports and Championships team
- Provide assistance to the Sports and Championships team with various tasks and projects related to state championship events, when necessary and authorized
- Provide assistance to the Sports and Championships team with coordination, placement, and distribution of materials and equipment at various Championship venues, when necessary and authorized
- Provide competent customer service to member schools and other entities who may contact the Sports and Championships team
- Work collaboratively with each NCHSAA team to achieve departmental and Association goals
- Other duties as assigned by Sports and Championships team members or the Commissioner.

### **OTHER FUNCTIONS**

- Other duties as supervisor(s) deem necessary.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**EQUIPMENT USED**

- Laminator
- Computer
- Phone
- Printer/Copier
- Association Vehicle(s)

**WORKING CONDITIONS**

- Office setting, some outside environment settings
- Occasional weekend work, as authorized in advance and necessary, at championship and/or non-sporting events.

**PHYSICAL AND MENTAL REQUIREMENTS:**

- Medium Work: Exerting up to fifty pounds of force occasionally, up to twenty pounds of force frequently, and up to ten pounds of force as needed to move objects

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Minimum: High school diploma or equivalent and at least one (1) year of office assistant or clerical experience, or an equivalent combination of training and experience
- Junior College or Associate's degree; Bachelor's degree preferred
- Experience working in an athletic environment beneficial.

**KEY COMPETENCIES:**

- Basic understanding of the scope of high school athletics as well as general knowledge of North Carolina geography and office administration
- Ability to determine priorities and work independently under pressure with minimal supervision; takes initiative to problem-solve
- Skilled in public relations with the ability to develop and maintain relationships with NCHSAA staff, membership, and outside entities while maintaining tact and diplomacy
- Good written and verbal communication skills
- Attention to detail with time management abilities
- Organizational skills – capacity to plan, coordinate and implement various tasks efficiently and effectively to assist the Sports team in meeting its objectives and goals within the overall NCHSAA vision and mission
- Ability to adhere to organizational policies including punctuality and sound work ethic.

**LICENSES AND KNOWLEDGE REQUIREMENTS**

- Demonstrated proficiency with Microsoft Office platforms is necessary.
- Valid Driver's License