CLASS TITLE: ATHLETIC ELIGIBILITY SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned manager, evaluate, determine and monitor athletic eligibility of student athletes; perform a broad range of secretarial, administrative and oversight functions; control the release of sensitive information and maintain the integrity of the program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Evaluate submitted records, forms and information to determine student eligibility for participation in College athletics programs; compile and distribute reports regarding student/athlete eligibility.

Provide assistance and information about athletic schedules and travel, facilities, budgets and athletes to coaching and other appropriate staff.

Maintain athletic schedules; process changes and resolve scheduling problems.

Maintain records related to eligibility, mileage, travel and sports events; monitor budgets for twenty-two sports programs.

Understand and apply State and Athletic Conference Codes.

Act as liaison between athletic staff and Athletic Director.

Compose, type and accurately proof correspondence, reports, memos, rosters, purchase orders and other materials.

Oversee and provide work direction to clerical staff as assigned.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
District policies and procedures related to assigned activities.
Applicable State and Conference Athletic Codes.
Modern office practices, procedures and equipment.
Various software applications as appropriate.

November 2014
Approved per CSEA 262
ABILITY TO:
Type a net 45 wpm.
Perform strong basic mathematical abilities.
Operate a variety of specialized office equipment.
Present professional telephone skills.
Execute administrative and organizational skills.
Communicate effectively both orally and in writing.
Work independently.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years experience as an administrative assistant; previous experience in athletic department preferred.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Sitting for extended periods of time.