

## **ATHLETIC ELIGIBILITY SPECIALIST**

### **DEFINITION**

Under general supervision, evaluates, determines, and monitors athletic eligibility of student athletes; performs a variety of administrative and office support duties of considerable complexity requiring thorough knowledge of the department, its procedures, and operational details; controls the release of sensitive information and maintains the integrity of assigned programs.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Dean, Kinesiology. Exercises no direct supervision of staff.

### **CLASS CHARACTERISTICS**

This is a journey-level specialist classification responsible for evaluating, determining, and monitoring student athlete eligibility, as well as, performing administrative and office support duties. Employees at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from other specialist and administrative support classifications by the focus on performing evaluations and determinations of eligibility of student athletes.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Evaluates submitted records, forms and information to determine student eligibility for participation in District athletics programs; compiles and distributes reports regarding student/athlete eligibility.
2. Provides assistance and information about athletic schedules and travel, facilities, budgets, and athletes to coaching and appropriate other staff.
3. Maintains athletic schedules; processes changes and resolves scheduling problems.
4. Maintains records related to eligibility, mileage, travel, and sports events; monitors budgets for all sports programs.
5. Understands and applies State and Athletic Conference Codes.
6. Acts as liaison between athletic staff and the Athletic Director.
7. Composes, types, edits, and proofreads a variety of documents, including correspondence, reports, memos, rosters, purchase orders and other materials.
8. Develops and implements file, tracking, and record keeping systems; researches records within areas of assigned responsibility to prepare reports and provides follow-up information to customer and staff inquiries.
9. Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
10. Acts as a department representative to relay or obtain relevant information regarding departmental activities.
11. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
12. Performs other related duties as assigned.

### **QUALIFICATIONS**

**Knowledge of:**

1. Applicable State and Conference Athletic Codes.
2. Processes and procedures to evaluate student athlete eligibility.
3. Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
4. Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
5. Record keeping principles and procedures.
6. Principles, practices, and techniques of effectively dealing with the public and basic public relations.
7. English usage, spelling, vocabulary, grammar, and punctuation.
8. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

**Skills & Abilities to:**

1. Accurately evaluate student athlete eligibility.
2. Perform responsible administrative and secretarial support work with accuracy, speed, and general supervision.
3. Provide varied and responsible secretarial and office administrative work requiring the use of tact and discretion.
4. Interpret, apply, and explain applicable State and Conference Athletic Codes and District policies, rules, and regulations related to areas of responsibility, as well as, the admissions and records rules and procedures of the District.
5. Compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions.
6. Make accurate mathematical and basic statistical computations.
7. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
8. Establish and maintain a variety of filing, record keeping, and tracking systems.
9. Organize own work, set priorities, and meet critical time deadlines.
10. Operate modern office equipment including computer equipment and specialized software applications programs.
11. Use English effectively to communicate in person, over the telephone, and in writing.
12. Understand scope of authority in making independent decisions.
13. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
14. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of twelfth (12<sup>th</sup>) grade and three (3) years of general office and administrative support experience.

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.