



ATHLETICS ADMINISTRATIVE ASSISTANT

DEPARTMENT

Department of Athletics - 5600

QUALIFICATIONS

- Accounting or finance majors preferred
- Ability to manage multiple tasks, while maintaining attention to detail
- Knowledge of Microsoft Word and Excel helpful
- Candidate should have strong organizational skills. Position duties require a dependable, self-starter who follows through, and needs little supervision to take tasks to the finish line.
- Candidate needs to be trustworthy with financial information, including credit card reconciliations and employee time sheets. Confidentiality a must.

DUTIES

- Manage the timely processing of monthly credit card reconciliations for all athletics department staff (coaches and administrative staff). Training to be provided.
- Manage the timely submission of monthly time-sheets for all coaches, assistant coaches and athletics department administrators.
- Administrative tasks as assigned by the Director of Athletics, Assistant Director of Athletics, and Sports Information Director.

COMPENSATION

Begins at Minimum Wage

HOURS

10 hours/week

CONTACT

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