Assistant to the Director of Athletics

JOB TITLE: Assistant to the Director of Athletics, Game Day Operations, NLI administrator

DEPARTMENT: Athletics

SUPERVISOR: Director of Athletics

GENERAL JOB DESCRIPTION

The Assistant of the Director of Athletics will assist the Director of Athletics in operational and administrative details and performs administrative functions that require a thorough knowledge of sports and athletic policies, procedures, and operations. The Assistant to the Director of Athletics has recurring contact with senior administrators and executives, public and private officials, the media, students, and parents. The Assistant to the Director of Athletics exercises initiative and independent judgment in managing the Director of Athletics schedule and the office's daily activities. The Assistant to the Director of Athletics uses discretion in the dissemination of information to faculty, students, staff and the various communities served by the University and coordinates activities with several major subordinate administrative units of the University.

MAJOR DUTIES AND RESPONSIBILITES

- Facilitates the efficient utilization of the Director of Athletics time through development and coordination of a complex calendar of appointments, meetings, social engagements, and University and community functions with individuals and groups.

- Promotes a positive image of the Athletic Department by greeting and receiving visitors and responding to inquiries from diverse University communities (e.g., students, parents, faculty, staff, legislators, alumni, the media, and public and private officials), providing authoritative information regarding the policies or decisions, referring inquiries or problems to the appropriate office or person, resolving problems, and following up to determine the inquirer's satisfaction with the response.

- Safeguards the confidentiality of University administration by exercising discretion in communicating information to faculty, students, staff and the various areas served by the University and in handling departmental records, file, and similar confidential items.

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- Coordinates the flow of incoming communications and outgoing communications by receiving, routing, and/or responding to incoming communications and determining the appropriate office, department for outgoing communications.

- Assists the Director of Athletics in oversight functions by reviewing, monitoring, and approving departmental action forms and reviewing correspondence and documents prepared by other offices for the president's signature.

- Acts as the liaison for departmental colleagues by answering their questions and directing them to the appropriate administrator.

- Serves at the game-day promotions and management, annual Athletic Hall of Fame management, annual Athletic Golf Outing management, selection of student-athlete academic and athletic accommodations, maintain contact with selected sponsors and work in tandem with the Dragon Team Store.
- Coordinates meetings, including preparation and distribution of agenda booklets, taking meeting minutes and maintaining the notebook.

- Facilitates efficient and cost-effective official travel for the Director of Athletics and other official visitors by making travel arrangements and preparing associated approval forms and expense reports for travelers.

- Provides information for reports and records through research, data retrieval, compiling and/or tabulating statistics, and organizing and presenting the information in useable and understandable formats.

- Prepares correspondence for distribution or approval and signature, checking the documents for completeness and accuracy.

- Assists with development and management of the budgets under control of the Athletics Department by maintaining budget records, reconciling and verifying vouchers and receipts for accuracy, producing financial reports and summaries, approving expenditures, completing budget transfers, and verifying and approving all international travel for the University.

- Facilitates the success of events hosted by the Athletics department by scheduling events with appropriate offices and agencies, advising/contacting participants or invited guests, preparing agendas and programs, arranging for audiovisual and associated support equipment, using independent judgment regarding event alternatives, modifications, or last-minute changes, and coordinating or providing support during the events.

- Schedules the use of facilities for athletic department needs.

- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.

- Responsible for coordinating with Compliance, Financial Aid and all coaches for creating and delivering all National Letters of Intent and Tiffin University Letters of Intent to prospective student athletics in compliance with NCAA rules and regulations.

- Responsible for overseeing marketing and promotions for Tiffin University Athletics, creating and executing all game day promotions and game environment operations including ticket sales, and being willing to assist all coaches and staff within the athletic department with any game day needs.
- Game Day Merchandise sales.

- Other duties as assigned.

ADDED DUTIES AND RESPONSIBILITIES

- Provide leadership in strengthening internal communications with faculty and staff at all levels throughout the University; create and promote a positive and supportive work environment.
- Personal qualities of integrity, credibility, and unwavering commitment to Tiffin University's Guiding Principles
- Excellent verbal/written communication skills.

QUALIFICATIONS FOR THE JOB

Education:

Bachelor's Degree

Experience:

A minimum two (2) years′ experience.

Other:

- Thorough knowledge of administrative and secretarial procedures.
- Proficient computer skills including Microsoft Word, Microsoft Excel, and Photoshop.
- Experience with all Social Media Platforms (Twitter, Facebook, Instagram, etc.)
- Strong interpersonal and organizational skills, exceptional verbal and written communications skills, and have meticulous attention to detail.

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- Confidentiality and diplomacy are essential.
- Must be able to manage multiple tasks simultaneously and work independently.
- The ability to interact with individuals both on and off campus in a positive manner is important. Adaptability, flexibility and resourcefulness are desirable qualities.
- A bachelor degree is required, Master's degree preferred.

KEY COMPETENCIES

Interdependence:	*F*osters collaboration
Communication:	Demonstrates ability to communicate to diverse audiences
Accountability:	Commitment to Quality – Takes pride in work, strives for excellence.
Respect:	Creates an engaging, collaborative work environment by bringing diverse people and ideas together.
Entrepreneurship:	Visibly supports and works toward accomplishing overall institutional goals and objectives

PHYSICAL REQUIREMENTS

Ability to sit and/or stand periodically for long periods.

Ability to lift 50lbs

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We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.



NONDISCRIMINATION POLICY: Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

Tiffin University is an Equal Opportunity Employer

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