University of New Haven
Intercollegiate Athletics
Department of Athletics Administrative Specialist
Search #13-18

The administrative specialist for the department of athletics will perform duties that include management, coordination, research, and a variety of other duties to assist and augment the job of the AVP, Director of Athletics and Recreation and the department's senior staff (5).

1. Serve as liaison between the AVP's office and the department of athletics staff as well as other campus departments and outside agencies with regard to Department of Athletics administrative issues.

2. Prepare invoices, check requisitions, purchase orders, reports, memos, financial statements, correspondence and other documents for UNH, NE-10 and NCAA, while monitoring reporting deadlines for the Department of Athletics to ensure timely responses.

3. Keep budget records for all areas within athletics and track all department and athletic team expenditures/income, including processing of payment requests, deposits and credit card reconciliations.

4. Train and assist coaching staff with administrative procedures including payment requests, travel reconciliation forms, team travel arrangements, lodging, meals, etc.

5. Create, maintain and update electronic databases for documents, mailings, brochures, posters, and schedules.

6. Maintain all department databases including alumni, donors, Charger Classic, Hall of Fame and student-athletes.

7. Assist in the administration and operations of athletics fundraising events including but not limited to the Charger Classic, Charger Huddle, Athletics Banquet and other special fund raising events.

8. Maintain all student-athlete files including preparation, distribution, and coordination of athletic scholarship forms with the office of financial aid and the compliance office. Initiate, distribute, track and process all NCAA National Letters of Intent.

9. Administer the Department of Athletics program for athletics contest operations including all contracts, officials, sport official assigners, transportation, lodging, meals and support staff for over 250 contests and events. Coordinate and approve payment of all officials and event support staff. Coordinate operations working with the Sr. Associate Director of Athletics and the Associate Director of Athletics for External and Business Affairs.

10. Answer general inquiries about game tickets and sell football and basketball tickets on a daily basis. Verify the sale of game day tickets with ticket sellers and the Associate Director of Athletics for External and Business Affairs.

11. Train and supervise student workers in support of administrative operations of the Department of Athletics

12. Serve as office manager and provide clerical support and coordination for the AVP, Director of Athletics and Recreation and senior athletics staff (5).
    a. Answer phones for administrative unit and direct calls to the appropriate staff or department.
    b. Greet visitors, recruits and parents and contact appropriate coaching staff.
    c. Perform general office duties such as ordering supplies, maintaining office equipment inventory and maintenance records and basic bookkeeping tasks.
    d. File and retrieve purchase orders, NCAA compliance records and reports.
    e. Open, sort and distribute incoming correspondence, including faxes and mail.

13. Schedule appointments and meetings through use of Outlook as requested by the AVP and senior staff. Schedule rooms as necessary for all athletics department meetings and/or events through EMS.

14. Advocate for and contribute to the Department of Athletics programs, goals, and objectives regarding economy, quality and customer and donor satisfaction.

15. Perform other duties and projects as assigned by the AVP, Director of Athletics and Recreation.

Qualifications:

- Bachelor's degree or experience commensurate with qualifications. Experience in an athletics environment preferred.

- Frequent office interruptions and schedules throughout the year, possibility of working some nights or weekends. Athletics is a fast paced business and job agility is critical to success.

- The ability to multitask and prioritize large workload assignments from all areas is essential. Strong background in use of Microsoft Office products.

- Ability to handle high volume and high pressure with speed, accuracy, initiative and a positive attitude.

- Must possess excellent interpersonal skills; ability to work independently, with little direction or supervision; understanding/knowledge of college athletic programs and event management experience are assets.

- Required to know, understand and comply with all NCAA and NE-10 rules as they pertain to the position's responsibilities.

Performance Competencies;

- Building rapport- developing good relationships; getting along well with people and putting them at ease.

- Customer Awareness – exemplifying excellent customer service skills.
- Interpersonal Relations – recognizing the "people" aspect of issues and the need for positive relationships; produce good results through interaction with others.
- Listening Skills
- Ability to maintain confidentially.
- Organizing/Planning Ability – problem solving and time management skills; meeting as well as work under strict deadlines; goal setting based on priorities.
- Personal Work Ethic – meeting as well as working under difficult deadlines; setting high standards for oneself.
- Strong performance competencies in Microsoft Office software including Word, Excel, Access, and Power Point.

Please submit your resume via email to hrdept@newhaven.edu (please put search number #13-18 in subject line to be considered for the position)

Human Resources Department
University of New Haven
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