

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position – Office Coordinator, Athletics

Preparation Date: March 2023

Function of Position:

The Office Coordinator is responsible to the Director of Athletics, while also supporting the Health and Human Performance department, for providing general office support and for supervising student workers.

Duties and Responsibilities:

- 1) Process orders for athletic supplies and equipment and route invoices as necessary. Monitor budgets and process deposits. Process travel advances, early returns, expense vouchers, personal reimbursements, deposits, and interdepartmental transfers; review credit card summaries. Prepare participation reports, event management schedule, competition reports. Order supplies and coordinate maintenance of equipment as needed. (25%)
- 2) Maintain athletic rosters, grades, and college databases. (15%)
- 3) Serve as scheduling liaison for athletic portions of "W" and other athletic facilities, assist with hosting of conferences and NCAA events. (10%)
- 4) Supervise and coordinate scheduling for student workers. (5%)
- 5) Coordinate mailings for sports recruiting and camps, coordinate database for summer camps. (5%)
- 6) Maintain and update sports calendar. (5%)
- 7) Mail documents and packages; photocopy as needed; contact faculty regarding students missing class time due to sport participation. (5%)
- 8) Maintain cash box for home athletic events. (5%)
- 9) Assist in verification of athletic eligibility. (5%)
- 10) Coordinate completion of conference and NCAA required forms. (5%)
- 11) Coordinates travel (charters/vans) for team travel (5%)
- 12) Hall of Fame meetings/seating assignments (5%)
- 13) Prepare letters and memos, correspondence, contracts, transfer letters, etc.; proof mailings, tests, study guides, entry forms, schedules, etc. (2%)
- 14) Collect required insurance and physicals from student athletes. (2%)
- 15) Other related duties as assigned.

Supervision:

Definite objectives are set up for the employee by the supervisor, requiring the use of a wide range of procedures. The employee plans and arranges his/her own work and refers only unusual cases to the supervisor.

Minimum Qualifications:

Requires knowledge equivalent to a high school education with additional training in computer applications, clerical skills, and two years of related experience. Experience in Excel and/or Access databases helpful.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.