

# POSITION ANNOUNCEMENT

## Bethany College

Lindsborg, Kansas

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### Administrative Assistant for the Athletic Director

- Full Time, non-exempt (hourly) employee at will position.

#### PURPOSE:

- To assist the Athletic Director with the functions of the office.

#### ESSENTIAL FUNCTIONS:

- Receive visitors, answer phone calls, set up meetings, keep appointment calendar for the Director of Athletics. Prepare correspondence, forms, and maintain files for the General Athletic Department.
- Provide general support for coaches and staff and verify the accuracy of coaches' expense statements. Keep a record of all check requisitions and purchase orders sent to the Accounting Office.
- Hire and supervise work study students for ticket and program sales, athletic office position, football office position, and athletic recruiting positions. (Approximately 13-15 work study positions)
- Maintain schedules of coaches as they travel for recruiting, on break, or personal leave.
- Maintain a reservations calendar for Hahn Gym and Stroble-Gibson
- Arrange for and deliver money from/to the Business Office for tickets, programs, and payment of officials for football and basketball games.
- Develop and maintain files of sports activities for students, rosters, schedules, officials, and travel itineraries for each sport for use by the public as well as the Bethany community.
- Maintain suspense files for eligibility packages for each KCAC sport (15) to ensure they are completed and submitted on time. Maintain a cumulative, permanent record of eligibility for over 300 athletes each year.
- Coordinate with the coaches to create the KCAC participation lists for each sport each semester; prepare lists to meet KCAC deadlines and distribute. Maintain permanent record of participation.
- Create and maintain lists of letter winners, lifetime pass recipients, and athletic awards/honors winners. Establish and maintain appropriate computer databases to support these lists as well as eligibility, participation list, and gender counts used for financial aid reports.
- Other duties as assigned by the Athletic Director.

#### Qualifications:

GED or high school diploma required. Bachelors degree desirable. Must have 2-4 years office experience including computer usage and Microsoft Office Suite. Must be reliable, have strong organizational skills, be able to perform multiple tasks simultaneously and possess excellent interpersonal skills.

**POSITION REQUIREMENTS:** Twelve month, full time, non-exempt position.

#### APPLICATION:

Candidates should apply with a letter of application, resume, and names, addresses, and phone numbers of three references submitted to:  
Human Resources, Bethany College, at mattisonj@bethanylb.edu  
or 421 N. First  
Lindsborg, KS 67456

Application review begins immediately and will continue until the position is filled. (Posted 7/02/09)

Bethany College is an equal opportunity employer and does not discriminate on the basis of age, gender, race, national origin, ancestry, religious beliefs, sexual orientation, physical ability, marital or veteran's status. Women and minority candidates are especially encouraged to apply. AA/EOE