

The Student Services/Athletic Secretary is responsible for supporting the school Athletic Director with management of the school athletics program as well as supporting all student services activities related to the function of the school.

**Chain of Command**

The Athletic Secretary works under the direction of the school Athletic Director and reports to the School Principal.

**Competencies of the Student Services/Athletic Secretary**

- Exceptional written and verbal communications skills
- Strong organizational and time management skills
- Strong Customer Service Skills
- Proficiency with various software tools, such as Microsoft Outlook, Word, Excel, and other systems
- Flexible team player who is time and task oriented
- Ability to work under pressure to meet timelines and handling multiple and changing priorities.

**Essential Duties of Student Services/Athletic Secretary**

- Under direction of the School Athletic Director, support with athletic operations including but not limited to; answering phones, managing site athletic budget, ordering supplies, writing newsletters, reconciling time clock system, management of the athletic calendar, supporting coaches, maintain team lists, and other duties as assigned.
- Supporting school activities including inventory/property control functions
- Collaborating with district departments regarding use of facilities
- Assisting with enrollment and withdrawal of students
- Maintaining student information and files
- Collaboration with other school employees to support the overall operation of athletics and support the needs of the school.

**Minimum Qualifications**

High School Diploma or GED and two to four years of office experience including one year of assigned specialized experience are required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing/Certification Requirements**

- AZ Fingerprint Clearance Card

**Date Revised**

2.25.2020