



## **JOB DESCRIPTION**

**JOB TITLE:** Title III Administrative Assistant/Athletic Insurance

**REPORTS TO:** Title III NASNTI Program Director/Athletic Director

**STATUS:** Full Time, non-exempt

**LENGTH OF EMPLOYMENT:** 12-month continuing position

**JOB OVERVIEW:** Under the general direction of the Title III Program Director, the Administrative Assistant will support project staff.

### **ADMINISTRATIVE ASSISTANT DUTIES AND RESPONSIBILITIES:**

- Clerical support, tracking of expenditures and budget monitoring, and assistance in performance report preparation
- Assist Project Director with program data analysis
- Prepare monthly grant agenda and type meeting minutes
- Monitor and maintain grant documents
- Assist Project Director as needed
- Coordinate and schedule physical examinations and medical referrals for student-athletes to determine their ability to practice and compete
- Maintains detailed records for all varsity sports injuries and treatment
- Coordinates insurance information with parents and players and expedites insurance claims and payments

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

### **EDUCATION/ EXPERIENCE REQUIRED:**

- Associate Degree and demonstrated proficiency with standard office software (Word, Excel, PowerPoint, databases)
- Knowledge of budgetary/purchasing processes within a higher education setting

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Excellent interpersonal, verbal, and written communication skills
- Demonstrated willingness and ability to act ethically and socially responsible
- Must be able to work at the location that best serves the institutional needs of Connors State College
- Demonstrated ability to work collaboratively as a member of a team

- Ability to handle multiple tasks with attention to detail
- Must be a self-starter, able to prioritize tasks to meet multiple deadlines

*Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.*

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_