



Position Description Athletics Office Manager

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Desired salary (may be entered on application)
6. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as August 19, 2024.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION TITLE: ATHLETICS OFFICE MANAGER

POSITION'S MAJOR OFFICE: Athletics

MAJOR OFFICE RESPONSIBILITIES: Athletics is responsible for operations of 25 athletics teams, meeting the requirements of National Association of Intercollegiate Athletics (NAIA) and Kansas Collegiate Athletic Conference (KCAC) regulations. The program recruits students to meet roster minimums; focuses on retention by providing an outstanding student-athlete experience and counseling students appropriately on academic and other issues; enhances the physical, mental and social development of the student-athletes through rigorous practices, appropriate competition and off-field activities including community service; and provides a connection point for the campus, alumni and Salina community to the university.

POSITION'S DEPARTMENT: Athletics

POSITION'S DEPARTMENT RESPONSIBILITIES: The Athletics Office oversees the operations and planning for the 25 sports. As such, the Athletics Office coordinates scheduling of athletics venues, team transportation and game officials, plus oversees operations for home events, including ticketing. The Athletics Office also sells corporate partnerships within the Salina community, coordinates fundraising and alumni events and conducts a fundraising drive for athletics. The Athletics Office is also responsible for oversight of recruiting and adherence to NAIA rules, including providing the appropriate eligibility documents.

POSITION'S DIRECT SUPERVISOR: Director of Athletics

DATE POSITION LAST REVIEWED OR ANALYZED: July 2024, revised by Director of Athletics, Executive Vice President for Advancement and University Operations and Human Resources.

POSITION'S EMPLOYMENT STATUS: Full-time, Staff, Non-Exempt/Hourly, At-Will

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: Salary to be determined at hiring based on the applicant's qualifications and experience. Please submit your desired salary with your application and supporting documents. Benefits are available for full-time employees.

POSITION INFORMATION

POSITION'S SUMMARY: The position is responsible for providing office support to the Director of Athletics, and other athletic administrators and coaches. This position will also include managing key areas including the scheduling of athletics venues, helping assist with team transportation and processing of eligibility documents. The position also serves as the main receptionist for athletics and manages the office supplies and other office management issues.

POSITION WORKS WITH: The Director of Athletics, all athletics staff members, visiting student-athletes, recruits and their families, alumni guests, and key contacts in other university departments.

POSITION'S STAFF AUTHORITY: None

POSITION'S BUDGET AUTHORITY: None

POSITION'S PHYSICAL WORKING CONDITIONS: Office and occasionally off-campus event venues.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S EQUIPMENT: University phone, computer

POSITION'S WORK SCHEDULE: Full-time schedule (40 per week required), usually Monday-Friday from 8 a.m. to 5 p.m., with occasional flexibility upon request for special events. The day-to-day work schedule may change based on the program's needs and requirements. Some evening and weekends required, For Night with the Yotes and Homecoming Weekend

POSITION'S TRAVEL REQUIREMENTS: None

POSITION DUTIES AND PERFORMANCE STANDARDS

POSITION'S ESSENTIAL DUTIES:

- Key Task Coordination (50%)
 - Coordinate scheduling of athletic venues, following appropriate procedures, and entering events in School Dude or similar software.
 - Record community service for all athletic programs.
- Office Management (45%)
 - Schedule meetings.
 - Manage office supplies for the office.
 - Oversee work study students for the office.
 - Scheduling meeting rooms for athletics.
 - Answer the main athletics phone, greet visitors.
 - Coordinate the athletics staff directory.

POSITION'S OTHER DUTIES (5%):

- Assist with the operation of the athletics program by serving in an as-needed basis during planning meetings for game operations and fundraising events.
- Performs other duties as assigned by the position's supervisor.

POSITION'S PERFORMANCE MEASURES AND STANDARDS: This section lists the specific performance measures upon which this position's performance will be evaluated. Actual performance standards (goals) for each performance measure will be set in consultation with the position holder and their direct supervisor.

- Key Task Coordination – after training, complete tasks on a regular basis, as assigned
- Office Management – successful, proactive oversight of this area
- Receptionist – greeting guests warmly, keeping office looking professional and training student workers to assist

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: High school degree
- PREFERRED: Bachelor's degree

CERTIFICATIONS/LICENSES:

- MINIMUM REQUIRED: None

WORK EXPERIENCE:

- MINIMUM REQUIRED: Office experience with use of Microsoft programs
- PREFERRED: College athletics experience

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA'S:

- MINIMUM REQUIRED
 - Philosophical alignment with the mission and vision of Kansas Wesleyan University.
 - Use of Microsoft Word and Excel
 - Ability to learn additional computer programs (i.e., Jenzabar)
 - Demonstrable teamwork and team building skills.
 - Demonstrable priority setting and organizational skills.
- PREFERRED
 - Microsoft Power Point or other graphic design program knowledge

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an "at-will" employee.
3. All employees of Kansas Wesleyan University are considered "responsible employees" pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution's mission.
5. All "offers of employment" are subject to a criminal background check prior to employment.