DAWSON COMMUNITY COLLEGE
POSITION DESCRIPTION
August 2022

TITLE: Assistant to the Athletic Director
DIVISION: Athletics
DEPARTMENT: Athletics
STATUS: Part-Time, Classified, Hourly Position
SUPERVISION RECEIVED: Athletic Director
SUPERVISION EXERCISED: Student Employees, Work Study Students
GRADE: 9
HOURLY RATE: $12.55

JOB SUMMARY: The Assistant to the Athletic Director position is responsible for a wide range of support services assisting the Athletic Director and the Athletic Department with tracking, researching, reporting, planning as well as general office duties associated with the athletic department at Dawson Community College. This position requires attention to accuracy, detail, confidentiality, and timeliness.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:
Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, professionalism, and caring regard. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College and university policies and procedures and to promote the educational objectives of the institution. Respect creates an atmosphere conducive to learning. Respect, in this sense, is a minimum threshold for our interactions with each other. A higher threshold is a “caring regard” for the people with whom we work.

Professionalism at DCC includes being mindful of our actions when working with students, colleagues, co-workers and our community members. Respect and “caring regard” for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others is an expected part of DCC job performance.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

DUTIES AND RESPONSIBILITIES:
Help with set-up and manage volunteers and logistics for home games.
• Assist with organizing and administering game promotions.
• Assist with collecting information and paperwork for eligibility files.
• Coordinate bus schedules, itineraries and departure times.
• Create monthly athletic schedules to distribute to faculty and staff.
• Track the scheduling for recruiting vehicles among coaches.
• Collect and maintain all-time records and statistics, team records and championships for all athletic programs.
• Schedule appointments, arrange and coordinate meetings.
• Make travel arrangements and complete vouchers.
• Take, transcribe, and distribute minutes of all meetings as directed by the Athletic Director.
• Compose, edit, and prepare correspondence and reports.
• Assist in various projects as requested for the Athletic Director.
• Maintain records and paperwork for Bucs Club.
• Research, compile and organize information for reports as needed.
• Handle confidential records for the Athletic Director.
• Accounts for and handles petty cash; safeguards revenue from athletic events and Bucs Club etc.
• Assists Director in tracking budgets as needed.
• Create, maintain, and post the monthly calendar of events and prepare work orders for such events.
• Schedule events and inform events manager of facilities and IT needs and assist in set-up as necessary.
• Assist in coordinating schedule.
• Track departmental budgets as appropriate. Prepare paperwork and track payments for departmental purchases.
• Prepare documentation as requested for various meetings and accrediting bodies.
• Provide clerical support for Athletic Director.
• Participate on committees as needed.
• Perform other duties as assigned.

PERFORMANCE STANDARDS

DCC values professionalism in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:

CORE COMPETENCIES:
• Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal effectively with frequent change, delays, or unexpected events.
• Adheres to and maintains strict confidentiality with all fiscal, human and labor relation information.
• Attendance - Is consistently at work and on time.
• Business Acumen - Understands basic business practices.
• Change Management - Communicates changes effectively.
• Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
• Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
• Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
• Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
• Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
• Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
• Initiative - Seeks increased responsibilities; Takes independent action.
• Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
• Managing People - Includes staff planning, decision-making, facilitating and process improvement; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, product and services.
• Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
• Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
• Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
• Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
• Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
• Quantity - Meets productivity Standards; Completes work in timely manner; Strives to increase productivity; Works effectively.
• Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
• Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
• Inclusion – Provides an environment that is inclusive of all students and supports underrepresented students.
• Assessment – Assesses annual performance and works closely with the enrollment management team.

**Essential Functions:** Position requires ability to: read written material, answer questions and requests, take and prepare meeting minutes, type and file, prioritize and organize work tasks, prepare class schedules, schedule facilities, maintain schedules and monthly calendar of events, purchase office supplies, track departmental budgets, distribute documents and forms to students and instructors, and other functions as needed. Position must be physically able to walk and talk, sit and stand, bend to file papers, reach with arms and hands, have acute vision, and use manual dexterity.

**Skills:** This position requires skills in the use of general office equipment and computers including word processing, spreadsheet, database applications, and desktop publishing software, fax machine, copiers and printers. Strong human relations, customer service, and communication skills are required. Banner record keeping system.

**Abilities:**
• Communicate effectively both orally and in writing.
• Perform assignments in a timely manner and ability to work with multiple deadlines.
• Handle stress and manage a large volume of work.
• Excellent organizational skills
• Ability to perform several tasks at once or change gears spontaneously
• Deal with a variety of personalities
• Establish effective working relationships with the general public, students, faculty, staff, and administration
• Follow verbal and written instructions

**EDUCATION AND EXPERIENCE:**
The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- Two years administrative experience or a combination of education and experience.
- Driver’s license required.

Preferred

- Higher Education experience
- Bachelor’s degree

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

Reasonable Accommodations Statement
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

COMPLETED APPLICATION PACKET MUST INCLUDE:

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of college transcripts (original transcripts required, if hired)
- Three professional references (names, email addresses, and phone numbers).

INQUIRIES MAY BE
DIRECTED TO: Human Resources Department
hr@dawson.edu
406-377-9430

This institution is an equal opportunity provider.
The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee’s ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

Nondiscrimination Policy: Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity
Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans’ Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning any of these matters for employees should be brought to the attention of:

Daisy Nyberg, Title IX Coordinator. Telephone: (406) 377-9412. Email: dnyberg@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330.

Virginia Boysun, Registrar, Veteran’s Coordinator. Telephone: (406) 377-9404. Email: vboysun@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.

Matt J. Hull, Dean of Academics, ADA Coordinator. Telephone: (406) 377-9434. Email: mhull@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.


REVIEWED BY (SUPERVISOR SIGNATURE) ___________________________ DATE: _________________________

REVIEWED BY (EMPLOYEE SIGNATURE): _______________________________ DATE: _________________________