

Class No.:	
Original Date:	
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Pay Group:	18

CLASS SPECIFICATION

DIVISIONAL/DEPARTMENTAL ASSISTANT, ATHLETICS AND RECREATION

NATURE AND SCOPE OF WORK

This is administrative and clerical work in support of Athletics and Recreation programs. Duties include organizing and meeting timelines, providing customer service to students, other departmental areas, and community; orienting/training department/coaching staff administrative tasks, as well as preparing and processing budgets; preparing rosters and master games schedules; making hotel and travel arrangements; collecting and handling cash; tracking and monitoring cost centers; and assisting with promotional and informational activities. The incumbent reports to Director, Athletics and Recreation.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Prepares operating budget and capital request in consultation with and for the approval of the Director, Athletics & Recreation. Tracks, monitors and reconciles cost centers including depositing and recording revenue, processing disbursements and chargebacks, printing and reviewing management reports, and working with the Financial Services Budget officer and Manager. Resolves discrepancies and brings them to the attention of the Director. Communicate and update Head coach of status of team accounts.
- Communicate with Head coaches' rules surrounding approved/acceptable purchases/expenses that can go through the team account. Has signing authority within the University guidelines. Maintains petty cash fund (as required). Preparation of travel advances and per diems for student athletes and coaching staff.
- Coordinate with Coaches' annual team gear purchases as well as staff gear needs with the Director through department-sanctioned suppliers; process and reconcile all department invoices for equipment/gear or services
- Prepare of monthly journal entries for deposit by the financial services department for games, tournament, drop-in fees, concession, and facility rentals. Ensures that all funds collected from team fundraising initiatives are deposited to appropriate cost centers.

- Facilitates communication and provides direction to new potential students, current students, alumni and sponsors. Assists in the recruitment of students and the promotion of the department's program offerings.
- Processes and reviews student athlete/coach documentation/waivers as required by the department, the University, and the conference (PACWEST/CCAA).
- Compiles and Creates coaching staff evaluations as required by the Director, including meeting with the team in person or conducting the evaluation online (Survey Monkey). Collect the evaluations, tabulating and preparing material for review by the Director and Coaching staff.
- Assists Athletic Director in the development, implementation, and procedures for financial awards
- Maintenance/update of all department policy manuals and processes which includes- student athlete handbook and coach's manual.
- Working with Registrar's office to update priority registration time tickets for student athletes for both Fall and Spring terms. In the absence of the Sport Information & Compliance officer, provide clarification and guidance on student athlete eligibility verification.
- Organizes all travel arrangements for department and Varsity team travel for league and preseason travel; prepares travel packages & itineraries to coaching staff.
- Prepare postings for new coaching staff and arranges interviews for these roles.
- Prepares and/or produces a variety of material from general instructions, including correspondence, spreadsheets, budgets, power point presentations, master lists, newsletters, notices, and reports. Drafts correspondence for signature; ordering supplies, equipment, and duplicating; maintaining departmental files, lists and other records, including databases; and opening and distributing mail.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, W.H.M.I.S., Earthquake).
- Performs duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of Athletics and Recreation services, policies and procedures.
- Thorough knowledge of word processing applications.

- Considerable knowledge of provincial and national athletic association policies, procedures, regulations and timelines.
- Considerable knowledge of business English and spelling, and arithmetic.
- Considerable knowledge of office practices and equipment.
- Considerable knowledge of bookkeeping and cash handling procedures
- Considerable knowledge of spreadsheet, database, web posting and page layout applications.
- Ability to multitask, and apply organizational skills to meet deadlines, and work with minimal supervision.
- Ability to understand and follow complex oral and written instructions, and communicate information effectively, both orally and in writing.
- Ability to adapt to changing situations.
- Ability to maintain attention to detail with constant interruption.
- Ability to establish and maintain effective working relationships with a diverse group of other employees, students and the general public
- Ability to maintain confidentiality and handle sensitive issues with tact and diplomacy.
- Ability to establish and maintain administrative procedures.
- Skill in keyboarding to 50 wpm.

REQUIRED TRAINING AND EXPERIENCE

- Completion of two years (approximately 60 credits) of post-secondary business education comparable to the first year of the Diploma in Business Administration program offered at Capilano University.
- Three years of directly related administrative support experience, including experience in an educational or athletics/recreation setting.

REQUIRED CERTIFICATES, LICENCES AND REGISTRATIONS

- None