

College of the Siskiyou
Job Description

Job Title: Program Specialist II – Athletics **FLSA:** Non-Exempt
Group: Classified **Salary Class:** J **Salary Schedule:** Classified

Job Summary

Under the general direction and supervision of the Director of Athletics, provide a variety of Para-professional and some professional services for students such as coordinating, directing, implementing the programs and services provided by the department and to perform other related duties as may be required by the administrative unit.

Essential Duties and Responsibilities include the following

This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Organize and carry out assigned program responsibilities related to the Athletic Department; Receive limited supervision within a broad framework of standard policies and procedures.

Assist the Director of Athletics by relieving him of a variety of technical, confidential, clerical and other administrative duties.

Perform general and technical work using appropriate independent judgment and action, relative to the assigned program; manage office.

Serve as liaison between Director and students, staff, instructors, and outside agencies, i.e., Commission of Athletics, physicians and facilitators.

Assist with intake and determination of athletic eligibility. Report information to Conference Commissioner, including all forms and 1st and 2nd census and participation reports in accordance to COA guidelines.

Verify G.P.A. for athletes, unit enrollment, attendance at other colleges and check for any previous participation, practice or scrimmage.

Interpret and apply general knowledge of policies and procedures, i.e., EADA, Commission of Athletics-Bylaw 1 (student-athlete eligibility).

Assist in determining HPER budget; maintain, manage and reconcile budget including but not limited to; travel, supplies, equipment, repair and maintenance. Summarize each sports budget; generate bids for equipment and supplies to vendors.

Perform a wide variety of tasks during peak workload periods or in the absence of assigned personnel.

Work with the Trainers or team doctor on injuries, physical examinations, accident reports, etc.

Produce all purchase orders and payment vouchers.

Prepare Board reports, i.e., schedules/equipment/etc.

Request athletic medical information and submit insurance claims for intercollegiate competition; collect data and work with trainers regarding insurance claims. Prepare medical and insurance information for trainers regarding insurance claims. Prepare medical and insurance information for trainers, coaches and physicians.

Coordinate and monitor all confidential record keeping on student athletes, including but not limited to, insurance, student athlete drug tests, and medical information.

Prepare correspondence providing information to parents/guardians in regards to student insurance.

Maintain confidentiality in accessing administration system.

Prepare sport schedules for distribution. Create and maintain up-to-date “Student Athlete handbook”. Maintain records on student athlete equipment/supply holds.

Employment Standards

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Training and Experience: Any combination of training and experience equivalent to the completion of two of college and two years of recent experience in organizing and supervision social and/or cultural activities for students.

Knowledge: Knowledge of athletic rules and regulations (COA). Knowledge of college student services programs; community and volunteer resources; human and public relations; instructor and advisor relationships; office management and supervisory processes; college policies and procedures; community organizations; Knowledge of accounting; ability to maintain expense accounts, experience maintaining records. Prior experience using word-processing and spreadsheet software is required.

Ability: Ability to understand and carry out both oral and written instructions independently; communicate effectively with school personnel and community members needed for a volunteer program; perform complex clerical tasks and operate standard office machines; plan orientation and training activities; use appropriate and correct English, spelling, grammar and punctuation; establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Effort/Work Environment: Moderate to heavy physical effort; periodic standing or walking and handling of heavy weight parcels or supplies and moving of equipment. Indoor work environment.

Licenses and Certificates: When driving a district vehicle, a valid California driver’s license and evidence of appropriate automobile insurance based on DMV regulations may be requested.

Job Description Approved: