Title: Administrative Coordinator, Athletics

Pay Scale Group: 14-01

**Essential Function**

Under general supervision from a designated administrator, coordinate, evaluate and plan programs for an athletics department.

**Characteristic Duties**

Plan and coordinate program activities for Athletics Department;

Gather and analyze data;

Design and implement evaluation tools for programs;

Plan the scheduling of events for programs;

Act as liaison to students, faculty and staff;

Develop and design brochures, reports and other materials for publication;

Assist in the development of policies and procedures;

Coordinate the development of program reports;

Review and analyze relative literature;

Consult with other units and community agencies concerning programs;

Perform related duties based on departmental need;

**Minimum Qualifications**

Bachelor’s degree and one (1) year experience; -OR- Associate's degree and three (3) years experience; -OR- five (5) years’ experience; experience must be in administrative support and program coordination.