



Program Coordinator Athletics

C00074

WHY WORK AT SPSCC?

South Puget Sound Community College embraces the diversity of our changing community and strives to reflect that diversity in our staff, faculty and student body. We cultivate an inclusive environment on campus while ensuring respect for all. Candidates representing all aspects of diversity are encouraged to apply.

MISSION AND VISION

South Puget Sound Community College's mission is to support student success in postsecondary academic transfer and workforce education that responds to the needs of the South Sound region. South Puget Sound Community College supports student success and builds prosperity by collaborating with leaders in industry, education, and our community to offer innovative, accessible, and affordable learning experiences. We employ devoted people who mirror the diversity of our community and contribute to an inclusive, welcoming environment. By investing in the creativity of our staff and faculty, we construct clear and compelling pathways that lead our students to successful outcomes on their educational journeys. We are fiscally strong and our mindful use of technology embedded in purposeful instruction helps students persist and achieve their academic goals. Our graduating class reflects the community we serve, and our students successfully transition from higher learning into the leaders and innovators of tomorrow.

SPSCC OFFERS

A generous benefit package including medical, dental, vision,

Position type:

Full-time Classified, 40 hours per week, overtime eligible permanent position.

Salary:

\$2,602 - \$3,369/month; Range 37

Opens:

May 17, 2017

Closes:

June 1, 2017

Location:

Main Campus; Olympia, WA

South Puget Sound Community College seeks a highly enthusiastic, motivated and qualified individual for the position of Program Coordinator in the Athletics department of Student Services.

The Program Coordinator supports student success and retention by supporting and coordinating athletic department programs, activities and events. As a member of the Athletics staff, the Program Coordinator reports directly to the Director of Athletics and provides administrative, fiscal and clerical support to student athletic programs and staff. This position coordinates athletic program related activities and provides hands-on support to students, student athletes and the Director of Athletics.

The Program Coordinator serves as a point of contact for athletics related issues, answers basic questions about athletic programs and services for students, faculty, staff and community members, and trains and directs the work of work-study and student employees. An understanding of college athletic program requirements, processes, and regulations are important to this position. This position will assist with Athletics events and activities when needed and may include evenings and weekends and occasional in-state travel.

KEY RESPONSIBILITIES

Support student athletic programs, events, and activities-40%

- Interprets and applies administrative policies related to the Northwest Athletic Conference (NWAC), ASB Financial Code, and other applicable SPSCC/state policies.
- Effectively communicate information pertaining to services and purchasing with S&A Fee funds.
- Assist in the planning and implementation of Athletics events such as Student Athlete Orientation, athletic banquets, fundraising activities, and other events as requested.
- Assist with all Athletics events and activities when needed; may include evenings and weekends.
- Collaborate with vendors and coaches to order and pick up all items and apparel for all sport teams.
- Assist the work of game management staff and student employees; process required hiring paperwork and assist in providing training.
- Record and maintain meeting minutes for program committees and

life insurance, long-term disability, retirement, and optional deferred compensation programs. The position is eligible to participate in the Department of Retirement Systems (DRS) retirement plan. Employees have the option to participate in two tax-deferred retirement investment programs. For health benefit information go to Washington Health Care Authority

COMPENSATION

Your paycheck is just part of your total compensation package, with an employee benefits package worth about 30% of your salary.

VACATION AND SICK LEAVE

Annual leave includes vacation, 11 paid holidays, and 12 days of sick leave. Additional leave may fluctuate as a result of the WFSE union bargaining agreement

EQUAL OPPORTUNITY EMPLOYER

South Puget Sound Community College (SPSCC) is an equal opportunity/Affirmative Action employer and welcomes all qualified applicants. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientations and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities or any other legal protected status are encouraged to apply. SPSCC complies with the Americans with Disabilities Act. South Puget Sound Community College is a drug-free workplace. South Puget Sound Community College employs only U.S. citizens and aliens authorized to work in the United States. New employees must provide proof of identity and employment eligibility.

CONDITIONS OF EMPLOYMENT

other meetings as requested.

- Make travel arrangements for all athletic programs.

Clerical and organizational support - 30%

- Provide clerical support to the Director of Athletics. Including, but not limited to: scheduling meetings and appointments; creating flyers and forms; sending mailings; reserving space for games, practices, and events, verifying accuracy of documents turned in by students and coaches.
- Prepare, proof, and edit reports, correspondence, and other athletic documents and forms as requested.
- Create and maintain spreadsheets and databases, e.g. inventory and budgets.
- Utilize extensive word-processing and spreadsheets; maintain accurate and organized filing systems and ensure filing is up to date.
- Maintain and inventory office supplies, handouts, forms, documents, and equipment.
- Gather appropriate data and information for reports, forms, and other documents.
- Initiate supply orders and purchase orders; create purchase requisitions.
- Provide administrative support to the Director of Athletics; including calendar management, travel arrangements, purchasing, and reimbursements.
- Work with other college departments such as Purchasing, Facilities, and Information Technology to ensure accurate and timely procurement of materials and services.
- Respond to inquiries regarding processes and services provided by the Athletic Department.
- Provide program assistance to faculty, students and others and make appropriate referrals as necessary; direct students and guests to the appropriate person and campus resources.
- Assist the Director with orienting new staff to college processes and procedures.
- Provide guidance and support the work of Athletics student employees and work-study students.

Fiscal Support - 20%

- Monitors, reconciles, and controls budget expenditures on behalf of Athletics. Prepare monthly budget status reports, inform Director regarding the financial status, and advise director of areas of concern. Initiate corrective budget action as needed.
- Budget data entry, reconcile, and monitor Athletics budgets applying appropriate coding.
- Monitor budget statements to track expenditures and reconcile discrepancies.
- Monitor, reconcile, and manage check out and expenditure processes for Athletics P Card.

This position is in a union bargaining unit. As a condition of employment, you must within 30 days after appointment (1) become a member of the Washington Federation of State Employees, or (2) pay a representation fee, or (3) pay a non-association fee. Nonpayment of such fee is grounds for dismissal. Any dispute between the employee and the employee organization as to the amount of the representation fee can be resolved only under the procedures provided by the employee organization, not the employer.

Physical Work Environment:

This position will work primarily in an office environment and requires manual dexterity, mobility and a moderate amount of physical effort. The ability to work under pressure, meet deadlines and accommodate numerous interruptions while performing multiple tasks is essential. This position may require moving boxes or equipment weighing up to 30 pounds.

- Serve as a resource for student athletes, coaches, and Athletic staff regarding travel, budget and contingency proposals, purchasing, fundraising, reimbursements.
- Prepare and review purchasing, travel, and other financial documents for accuracy and correctness.
- Collect and deposit all revenue for Athletics budgets.
- Collect registration fees, maintain collection records, verify and balance receipts, and prepare bank deposit documents for game management and booster club deposits.
- Work with the College Foundation and Business Office to ensure accurate accounting of revenue and expenditures; balance cash box from athletic event ticket sales, and prepare deposit for booster club.

General Program support - 10%

- Serve on college committees and external committees as requested.
- Work as a collaborative team member on a wide variety of tasks and projects.
- Maintain appropriate program confidentiality.
- Build and maintain relationships with faculty, staff, and students in a professional, courteous manner. Maintain good working relationships with other college departments and personnel.
- Demonstrate commitment to the college's diversity goals.

DESIRABLE QUALIFICATIONS

- High school graduation or equivalent AND two years of experience working in athletics related programs OR equivalent education/experience.
- Excellent written and verbal communication skills and the ability to work well with others and function as a team member.
- Demonstrated commitment to high-level customer service.
- Experience with monitoring budgets and performing reconciliations.
- Ability to exercise good judgment in evaluating situations, solving problems and making decisions.
- Strong organizational skills, ability to work independently and prioritize multiple tasks and accommodate numerous interruptions
- Ability to build and maintain relationships with faculty, staff, and students in a professional, courteous manner; maintain good working relationships with other college departments and personnel.
- Advanced knowledge of computers and software applications, specifically MS Office suite: Word, Outlook, Excel, PowerPoint, and Access.

SUPPLEMENTAL QUESTIONS

Your application and these questions will be used to evaluate your qualifications. You must complete these questions to be considered for the position. *Please answer the following questions on a separate sheet of paper. You may type or write your answers but they must be clear and legible.*

1. What interests you in this position and how do you think your prior experiences and interests prepare you for it?
2. Please describe your experience reconciling budgets and maintaining fiscal records.
3. Please list your intermediate or advanced skill level in the following Microsoft applications, and **describe** some of the functions that you have utilized them for:
 - a. Word
 - b. Excel
 - c. Outlook
 - d. Other software or database applications you have used.
4. Please describe how you will contribute to the diversity of this campus.

HOW TO APPLY

Interested candidates may apply by submitting the following items:

- [Completed SPSCC Employment Application](#)
- Letter of formal application that specifically addresses your ability to perform the responsibilities and competencies described in this announcement.
- Resume of all educational and professional experience that demonstrates how you meet the minimum qualifications.
- Completed Supplemental Questions.

Send application materials via one of the delivery methods below- email is preferred:

E-mail: jobline@spscc.edu Fax: (360) 596-5706

Mail: Human Resource Office
South Puget Sound Community College
2011 Mottman Road SW
Olympia, WA 98512

Applications received by the closing date may be used to fill similar vacancies which may occur over the next six months.