NOTICE OF POSITION OPENING  (4/5/06)

Job Title: Administrative Assistant in P.E.A.R.
Department: P.E.A.R. (Physical Education, Athletics, Recreation)
Date Open: June 12, 2006

This is a full-time position working a schedule of 40 hours per week during the academic year (40 weeks) and 30 hours per week during the summer (12 weeks).

Purpose of this Position:
The Administrative Assistant in P.E.A.R. acts as the athletic department business manager; assists the Chair, Athletic Director, Assistant Athletic Directors, Facilities Director and Equipment Manager, and P.E.A.R. faculty. This individual serves as office manager, facility scheduler, compliance assistant, archivist, awards custodian, student work supervisor, as well as personal assistant to the Athletic Director, seven full-time and three part-time head coaches. The P.E.A.R. Assistant will report directly to the Athletic Director.

Responsibilities:
- Coordinates arrangements for regular and post season sporting and recruiting activity to include game contracts, officials’ contracts and check requests, travel advances and entry fees, transportation and lodging accommodations. Authorizes all purchase requisitions, payment vouchers, and expense reports and insures processing for timely payment. Gathers and files all NCAA/MIAC compliance materials, tracks student progress, and maintains master list of varsity and junior varsity squads and team records.
- Serves as liaison between administrative staff, coaching staff, students, Chair and Athletic Director to establish an effective and efficient department.
- Performs administrative/office manager duties including greeting visitors, answering telephone inquiries, managing appointment schedules, processing mail, generating miscellaneous reports and correspondence, and preparing course and practice materials. Manages computer applications (Microsoft Office), maintains a comprehensive filing system, keeps an equipment and key inventory system, assesses fines for missing uniforms and equipment, takes departmental minutes, maintainsthe awards records and historical files on award recipients, maintains office equipment and arranging for routine maintenance/repair, etc.
- Reconciles monthly budget reports for the Athletic Department and maintains a database of expenditures of athletic accounts.
- Maintains a written record of policies and procedures (i.e. financial agreements, contractual agreements, policy statements and important organization position information). Maintains confidential records.
- Hires and supervises student office assistants.
- Coordinates faculty/staff searches. Corresponds with candidates upon receipt of application, provides updates on process status, sets up interview schedules including travel and lodging arrangements.
- Assists the Facilities Director in the scheduling of the West Gymnasium and Laird Stadium (including field spaces). Maintains a campus networked scheduling program for all athletic, campus, and community events held in the West Gymnasium, Recreation Center, and Laird Stadium, including P.E.A.R. use.
- Manages special events. When teams are in a conference (MIAC) or national (NCAA) playoff, each home venue coordinates visitor team and official hotel reservations, practice time, publicity, ticket sales, merchandise sale and concessions. Post competition financial accounting preparation and submission. If the Carleton team travels for their playoff game(s), time is spent on hotel, plane or bus reservations and all travel requirements.
- Other duties as assigned.

**Minimum Qualifications:**
- Three to five years of similar office experience preferred.
- Excellent organizational, time management and computer skills.
- Strong interpersonal and communication skills.
- High energy, outgoing personality, and willingness to work at a wide variety of tasks.
- Effective in delegating and following through on projects assigned to student workers.
- Willingness to learn new technological applications and a willingness to become familiar with rules and regulations governing the MIAC and NCAA.

*If interested, please send letter of interest, résumé, and three references complete with address, email, and phone numbers to Carleton College, Human Resources, One North College Street, Northfield, MN 55057. Review of applications will begin April 14, 2005. Visit our web site at [www.carleton.edu](http://www.carleton.edu). Carleton College is an equal opportunity employer committed to excellence through diversity.*