ATHLETICS DIRECTOR

JOB DESCRIPTION

Reports To: President

Positions Directly Supervised:

Associate Athletics Director
Assistant Athletics Director for Business Affairs
Executive Director of Hilltopper Athletic Foundation
Sports Information Director (University Relations)
Coordinator of Marketing and Promotions
Ticket Manager (V.P. Administration and Technology)

Head Coaches for Football, Men’s Basketball and
Women’s Basketball  ** Report to AD for program
policies and overall direction

Basic Function:

Responsible for the planning, management,
administration and direction of the Athletics Department
General duties consist of: advancing comprehensive
athletics and academic opportunities for all students;
undertaking studies of and making recommendations on
athletics programs, and organizations; preparing and
administering the annual athletic budget; selecting
members of the athletics administration and coaching
staff and represent Western Kentucky University as its
athletics spokesperson.

DUTIES AND RESPONSIBILITIES

Goals, Policies and Procedures

1. Supervises and develops a representative athletic program designed for the physical
   and moral enhancement of men and women participants, commensurate with their
   educational goals and supportive of the University’s educational mission

2. Develops, communicates and implements the basic philosophical and operational
   structure of the department in consultation with the Athletics Committee and Faculty
   Athletics Representative

3. Plans, develops and recommends for consideration to the President policies,
   procedures, programs and methods designed to implement the general athletic
   philosophy of the University.
PLANNING AND IMPLEMENTING

1. Develops and implements an athletics program consistent with financial planning and facilities usage objectives

2. Negotiates and coordinates schedules of athletic events for participation of University athletic teams. Negotiate all contracts concerning external agencies

3. Coordinates the development of a master plan for new and renovated facilities. Assign priorities to requests for renovation of facilities as recommended by the staff

PERSONNEL MANAGEMENT

1. Recommends candidates to the President for appointment at administrative and senior coaching levels and approves the appointment of all other department staff. Oversees a program of personnel evaluation and motivation, and implements the University’s commitments to affirmative action.

2. Recommends annual salary increases for personnel in department

3. Organizes and supervises the entire athletics staff and delegates specific responsibilities to ensure the efficient and productive operation of all administrative and operational business functions of the department.

4. Provides the support needed for the professional development of the administrative and coaching staffs

BUDGETING AND FINANCIAL MANAGEMENT

1. Recommends the department’s annual operating, financial aid, and income budgets for approved by the President

2. Determines allocation of the department’s resources in a manner consistent with long range plans. Provides necessary guidance for those who have budgetary responsibility to operate within appropriate objectives

REPRESENTATION

1. As the department’s principle spokesperson, articulates the goals, programs and priorities to other agencies both within and outside the University. Interprets departmental institutional, Sun Belt, Gateway and NCAA rules, regulations, policies and procedures

2. With the Faculty Representative, represents the department at University, conference, national, and professional levels. Assigns and delegates these responsibilities as appropriate, to various staff members within the athletic department
3. Coordinates the internal and external, general public relations programs of the department

COORDINATING AND LIAISON

1. Maintains effective working relationship with athletic conferences, alumni organizations, W-Club, Hilltopper Athletic Foundation, University and departments within Western Kentucky University.

2. Promotes the University’s intercollegiate athletic programs which includes substantial contact with local businesses, civic groups, boosters, alumni and other universities.

DEVELOPMENT

1. Supervising the Executive Director of the Hilltopper Athletic Foundation in the day-to-day performance of Foundation activities, program and staff

2. Work closely with the University Foundation, Alumni Association and W Club

COMPLIANCE

1. Ensures and stresses compliance by all staff members, particularly coaching staff with the general athletic philosophy, policies, rules and regulations governing the Athletics Department’s program operations, as established by the President of the University, the Athletic Committee, Sun Belt, Gateway, the NCAA and other groups to which the athletic programs may be accountable
ASSOCIATE ATHLETICS DIRECTOR
FOR INTERNAL AFFAIRS

JOB DESCRIPTION

Reports to: Athletics Director

Positions Directly Supervised: Head Coaches
Coordinator of Facilities and Equipment
Head Athletics Trainer
Academic Advising Director
Compliance Coordinator

Basic Function: Responsible for the supervision, coordination, evaluation, and execution of services for sports programs; serve as compliance director; provide departmental leadership in the absence of the athletic director. Serves as an advisor to the Athletics Director.

DUTIES AND RESPONSIBILITIES

1. Develop and implement the sports programs, supervise preparation of event and competition schedules within budgetary guidelines, and disseminates all rules for sports

2. Determine eligibility for student-athletes’ participation; work with campus agencies in order to assure proper certification of athletes. (certificate, compliance, student-athlete statement, eligibility forms, squad list, graduation rates, disclosure form, sports sponsorship form).

3. Assists in the development and monitoring of personnel procedures to include hiring practices, annual evaluations and compensation

4. Supervises coordination of facilities and equipment, head athletics trainer, academic advising director and compliance coordinator in the execution of their duties and responsibilities.

5. Responsible for daily communication with the coaching staff. Recommend appointment for coaching and administrative staff positions.

6. Responsible for coordinating and compliance efforts to include; education, inquiries and monitoring.
7. Assists in budget planning for sports programs in conjunction with the assistant athletics director for business affairs and head coaches.

8. Attends athletic events when possible, responsible for coordinating intercollegiate special events and post-season tournaments.

9. Responsible for home football event management.

10. Acts as liaison to particular university offices, as related to academic assistance and counseling, admissions, student housing and food services.

11. Coordinate with other agencies a comprehensive educational program for substance abuse.

12. Attends university, conference and national organizational meetings as recommended.

13. Approves all official visits of prospective recruits and monitors activities.

14. Assists in the coordination of the annual athletic awards program.

15. Initiates or participates in projects as requested by the athletics director.
ASSOCIATE ATHLETICS DIRECTOR  
FOR BUSINESS AFFAIRS  

JOB DESCRIPTION

Reports to: Athletics Director
Positions Directly Supervised: Administrative Secretary
Basic Functions: Responsible for the overall departmental budget construction and financial planning; accounting and purchasing policies; coordinating travel arrangements, serving as liaison with ticket office operation; and serving as an advisor to the Athletics Director

DUTIES AND RESPONSIBILITIES

1. Develop and implement financial strategies, as well as long range forecasting models; Assist in the development of budgets for all programs in conjunction with the Athletics Director, Associate Athletics Director, head coaches and other administrative staff members

2. Develop and manage all bookkeeping and accounting functions, internal audits, as well as applicable staff; Train appropriate personnel to perform University accounting procedures

3. Supervise the administrative secretary

4. Negotiate all departmental business and facilities contracts with the approval of the Athletics Director

5. Develop and implement fiscal and inventory control procedures for staff and team travel, sales, and expense reporting

6. Supervise the preparation of game settlement audits

7. Participate in special planning studies related to income projections

8. Oversee the computer services for the department

9. Coordinate all travel arrangements for team movement

10. Serve as liaison with ticket office operations
11. Develop and implement capital project purchasing procedures

12. Assist in the development of Sun Belt, Gateway, and NCAA championship budgets and financial reports

13. Attend University, conference, and national organizational meetings as assigned

14. Initiate or participate in projects as requested by the Athletics Director
COORDINATOR FOR FACILITIES AND EQUIPMENT

JOB DESCRIPTION

Reports to:  Associate Athletics Director

Positions Directly Supervised:  Game Management Personnel

Basic Functions:  Responsible for the staging of events, coordination of facilities use and maintenance of departmental facilities. In addition, responsible for receipt, issuance, use and maintenance of athletics equipment according to established policies and procedures.

DUTIES AND RESPONSIBILITIES

1. Responsible for a comprehensive and functional knowledge of equipment room operations; Establish objectives and operational procedures

2. Recommend equipment for purchase, initiate necessary documentation for purchases and receives shipments for all intercollegiate programs; Issue, fit and recondition athletic equipment

3. Responsible for annual inventory for all departmental moveable equipment; In conjunction with the Assistant Athletics Director for Business Affairs, maintain an inventory of all athletic equipment and supplies

4. Initiate repairs of athletics equipment

5. Supervise the packing, transporting and set-up of equipment and supplies for athletic competition

6. Supervise student equipment manager; Conduct annual performance evaluations

7. Prepare a projected annual equipment budget for consideration and review by the Assistant Athletics Director for Business Affairs

8. Responsible for accounting and expense report administration related to athletic equipment operations

9. Works in cooperation with the team physician and athletics trainers regarding injury prevention and rehabilitation of student-athletes related to special equipment needs
10. Schedule all facilities needed for intercollegiate athletic contests in consultation with the Associate Athletics Director and the Athletics Director; Responsible for on-site event management; Coordinate the supervision of game management for all home football, men's and women's basketball, volleyball, and baseball games

11. Act as a liaison between the department and special events office to schedule and coordinate all events utilizing intercollegiate athletic facilities

12. Secure and supervise the necessary service areas during events

13. Publish and circulate a calendar of scheduled events and facility reservations for intercollegiate athletic events

14. Coordinate work orders used by department staff to request services or repairs

15. Coordinate building occupancy including numbering of rooms, key issuance, office signs, telephone installations, and moving arrangements

16. Participate in special or additional projects as directed or assigned by the Associate Athletics Director or Athletics Director
COORDINATOR FOR MARKETING AND PROMOTIONS

JOB DESCRIPTION

Reports to: Athletics Director

Positions Directly Supervised: Student Intern

Basic Functions: Responsible for the marketing and promotions of all men's and women's intercollegiate sports programs. Develop and implement a plan to generate revenues for intercollegiate athletics program through advertising and sponsorship sales, special events ticket sales and promotional programs and licensing

DUTIES AND RESPONSIBILITIES

1. Responsible for the solicitation of corporate involvement and sponsorship for athletics event promotional activities

2. Develop marketing strategies as well as implement activities to increase individual and season ticket sales

3. Develop plans and implement special events with emphasis on increasing attendance at athletics contests

4. Responsible for coordinating the licensing procedures which include; legalities, familiarity with product manufacturing and merchandising techniques; and a working knowledge of retail sales operation

5. Responsible for the development of a comprehensive departmental marketing plan that encompasses demographics, marketing, and budgetary guidelines

6. Increase faculty, staff, and student involvement by developing communication links and awareness of the program

7. Increase youth involvement by developing communication links as awareness of the program

8. Perform special projects as requested by the Athletics Director
PRINCIPAL SECRETARY (11)  
OFFICE OF ATHLETICS  

JOB DESCRIPTION

Reports to:  
Athletics Director

Positions Directly Supervised:  
Administrative Secretary - Office of Athletics
Administrative Secretary - Hilltopper Athletic Foundation
Senior Administrative Secretary - Men's Basketball
Senior Administrative Secretary - Women's Basketball
Senior Administrative Secretary - Football
Senior Secretary - Business Affairs

Basic Functions:  
Under administrative supervision of the Director of Athletics, this person will be responsible for varied and highly responsible secretarial duties; Assist the Director of Athletics in the administration of all aspects of the athletics programs.

DUTIES AND RESPONSIBILITIES

1. Serve as office manager; Supervise the other administrative secretaries within the Athletics Department

2. Transcribe dictation

3. Maintain Director of Athletics calendar, coordinate and schedule appointments

4. Coordinate travel arrangements and prepares travel expense vouchers upon return

5. Receives, screens, and routes mail

6. Work closely with Associate Athletics Director in monitoring scholarships and eligibility lists

7. Coordinate with head coaches to obtain schedules for submission to the Associate Athletics Director. The schedules will be submitted to the Athletics Committee for approval.

8. Oversee the maintenance of the athletics book room and issuing of books to student-athletes on book scholarships
9. Maintain records of guarantees received and transmits checks to Assistant Athletics Director for Business Affairs for processing.

10. Supervises four student employees, prepares and submits time cards for these students.

11. Assist in annual Hilltopper Athletic Foundation special events.

12. Work with high school coaches and athletics directors in their requests for tickets to University athletics events.


14. Keep up-to-date files on Athletics Department activities.

15. Complete other responsibilities as assigned by the Athletics Director.
ADMINISTRATIVE SECRETARY (8)
OFFICE OF ATHLETICS

JOB DESCRIPTION

Reports to: Principal Secretary
Positions Directly Supervised: Student Employees
Basic Functions: Serve as receptionist for Office of Athletics; Responsible for varied and highly responsible, secretarial duties assigned by Associate Athletics Director

DUTIES AND RESPONSIBILITIES

1. Serve as receptionist for Office of Athletics
2. Supervise student employees in maintaining athletic book room in proper order and issues books to all athletes on book scholarship
3. Work with Print Shop in the maintenance of copy machine in Diddle Arena
4. Supervise all transactions on department fax machine
5. Execute routine office procedures such as answering the telephone, ordering supplies, typing correspondence and transcribing dictation
6. Work closely with Associate Athletics Director in preparation of payment authorization in game guarantees and payment of game officials
7. Work with high school coaches and athletics directors in their requests for tickets to University athletics events
8. Assist in annual Hilltopper Athletic Foundation special events
9. Perform related duties as required
SENIOR SECRETARY (10)
BUSINESS AFFAIRS

JOB DESCRIPTION

Reports to: Assistant Athletics Director for Business Affairs

Positions Directly Supervised: Student Assistant

Basic Functions: Responsible for the bookkeeping and accounting function in the Athletics Business Office; Responsible for varied and highly responsible secretarial duties arranged by Assistant Athletics Director for Business Affairs

DUTIES AND RESPONSIBILITIES

1. Review, process, and maintain purchase vouchers, requisitions and inter-departmental orders; monitor budget status reports to verify billings and initiate status corrections when required; maintain appropriate files

2. Review budget status reports to verify revenue deposits

3. Execute routine office procedures such as answering the telephone, ordering supplies, typing correspondence, and transcribing dictation

4. Audit travel vouchers

5. Prepare deposits for athletic revenue accounts and maintain deposit records

6. Distribute payroll checks

7. Prepare and maintain accounts receivable records for the Athletics Business Office

8. Prepare coaches request for advances for team travel

9. Assist in annual Hilltopper Athletic Foundation special events

10. Perform typing duties for assigned coaches as requested
HEAD COACH

JOB DESCRIPTION

Reports to: Associate Athletics Director for administrative responsibilities

Positions Directly Supervised: Assistant Coaches

Basic Functions: Responsible for management and administration of all phases of a varsity intercollegiate sports program and team with integrity and within the guidelines, rules and regulations of Western Kentucky University, Sun Belt Conference, Gateway Conference and the NCAA

DUTIES AND RESPONSIBILITIES

1. Schedule and conduct regular practice sessions in and out of season, as allowed; Coach the team during scheduled events; Determine and implement the strategies necessary to motivate the players to maximum levels of individual and team performance

2. Conduct coaches' preparatory meetings and teaching procedures for the assistant coaching staff

3. Develop a comprehensive and functional knowledge of the sport, and actively seek to develop new methods and strategies of the sport

4. Responsible for the search, selection and training of qualified assistant coaches with the approval of the Athletics Director and in accordance with all University personnel and affirmative action programs and procedures

5. Direct and manage assistant coaches; Delegate and prioritize administrative responsibilities

6. Conduct annual coaching staff evaluations and recommend findings to the Athletics Director

7. Maintain continual and thorough familiarity with all applicable NCAA, Sun Belt, Gateway, and departmental rules and regulations
8. Present annual budget requirements to the Athletics Director, Associate Athletics Director, and Assistant Athletics Director for Business Affairs and is accountable for expense control compliance and administration of the sports budgets

9. Work with Assistant Athletics Director for Business Affairs in the arrangements of all team travel needs for practice and competition

10. Scout and recruit quality student-athletes and coordinate recruiting activities with the Associate Athletics Director; Develops working relationships with faculty and University staff to assist in the recruiting process

11. Demonstrate an active interest in the academic progress of student-athletes; Work closely with the academic advisor for athletics and University academic support staff to prevent academic eligibility problems

12. Provide individual counseling to student-athletes, and when necessary, direct the student-athlete to seek professional guidance

13. Responsible for preparing game schedules for approval of Associate Athletics Director and Athletics Director

14. Establish and ensure communication and enforcement of rules and regulations regarding student conduct, appearance, and behavior

15. Demonstrate a cooperative attitude toward all other sports within the intercollegiate athletics program

16. Work closely with athletics sports medicine staff and team physician to ensure the safety and health of student-athletes

17. Participate in Western Kentucky University marketing campaign activities including print, television, and radio interviews and news conferences

18. Faithfully and diligently carries out department related duties as requested or assigned
SENIOR ADMINISTRATIVE (9)
MEN'S BASKETBALL SECRETARY

JOB DESCRIPTION

Reports to: Head Men’s Basketball Coach
Positions Directly Supervised: Student Employees
Basic Functions: Under administrative supervision by the Head Men’s Basketball Coach, this person performs a variety of secretarial and clerical duties

DUTIES AND RESPONSIBILITIES

1. Serve as receptionist for the men’s basketball office
2. Execute routine office procedures such as answering phone, maintaining office filing system, order and maintain office supplies, and type reports
3. Take dictation and type correspondence for the Head Men’s Basketball Coach, and Assistant Coaches
4. Maintain financial accounts for men’s basketball, including state and Hilltopper Athletic Foundation funds, and coaching clinics
5. Process mass mailings to high school coaches and prospective student-athletes
6. Schedule appointments for coaches
7. Assist in annual Hilltopper Athletic Foundation special events
8. Make travel arrangements as needed; Prepare and submit travel vouchers for coaches and team
9. Perform related duties as required
SENIOR ADMINISTRATIVE (9)  
FOOTBALL SECRETARY  
JOB DESCRIPTION

Reports to: Head Football Coach  
Positions Directly Supervised: Student Employees  
Basic Functions: Under administrative supervision by the Head Football Coach, this person performs a variety of secretarial and clerical duties

DUTIES AND RESPONSIBILITIES

1. Serve as receptionist for the Football Office
2. Execute routine office procedures such as answering phone, maintaining office filing system, order and maintain office supplies, and type reports
3. Take dictation and type correspondence for the Head Football Coach, Assistant Football Coaches, the Athletics Trainer and Assistant Trainers
4. Maintain financial accounts for football, including state and Hilltopper Athletic Foundation funds
5. Process mass mailings to high school coaches and prospective student-athletes
6. Schedule appointments for coaches
7. Assist in annual Hilltopper Athletic Foundation special events
8. Make travel arrangements as needed; Prepare and submit travel vouchers for coaches and team
9. Perform related duties as required
SENIOR ADMINISTRATIVE (9)
WOMEN'S BASKETBALL SECRETARY

JOB DESCRIPTION

Reports to: Head Women's Basketball Coach
Positions Directly Supervised: Student Employees
Basic Functions: Under administrative supervision by the Head Women’s Basketball Coach, this person performs a variety of secretarial and clerical duties

DUTIES AND RESPONSIBILITIES

1. Serve as receptionist for the women's basketball office
2. Execute routine office procedures such as answering phone, maintaining office filing system, order and maintain office supplies, and type reports
3. Take dictation and type correspondence for the Head Women’s Basketball Coach, and Assistant Coaches
4. Maintain financial accounts for men’s basketball, including state and Hilltopper Athletic Foundation funds, and coaching clinics
5. Process mass mailings to high school coaches and prospective student-athletes
6. Schedule appointments for coaches
7. Assist in annual Hilltopper Athletic Foundation special events
8. Make travel arrangements as needed; Prepare and submit travel vouchers for coaches and team
9. Perform related duties as required
HEAD ATHLETICS TRAINER

JOB DESCRIPTION

Reports to: Associate Athletics Director

Positions Directly Supervised: Associate Athletics Trainer.

Basic Functions: Responsible for the administration and supervision of the athletic training facilities and program; In concert with the team physician, develop methodologies for preventive and rehabilitative programs

DUTIES AND RESPONSIBILITIES

1. Operate all athletic training programs; Meet with coaches to identify problem areas and establish training goals

2. Hire, train, and supervise the associate athletics trainer as well as student trainers

3. Manage the operation of the athletics training area; Coordinate the purchasing and inventory of supplies and equipment; Work closely with the head coach in selecting protective equipment; Supervise the equipment manager in the proper methods of fitting sports equipment

4. Establish codes of conduct and rules of use for the training facilities

5. Schedule training staff for home and away events as necessary

6. Attend scheduled team practices and events as necessary

7. Perform all preventative and rehabilitative treatments under the supervision of the team physician

8. Schedule all student-athletes for physical and medical referrals

9. Coordinate with the Athletics Director the procurement of insurance policies for the athletic program
10. Secure and maintain all student-athlete's health insurance records and insurance policies; Process applicable forms; Review and approve all medical bills from doctors, hospitals, and pharmacies to determine accuracy and compliance with NCAA and Sun Belt rules and regulations

11. Determine a student-athlete's ability to practice or compete following directions given by the team physician

12. Plan pre-game meals for the football team; Schedule team travel and prepare itineraries for the football team

13. Oversee substance abuse education programs as well as require substance abuse testing programs

14. Perform special and/or additional duties as required or requested by the Athletics Director
ASSOCIATE ATHLETICS TRAINER

JOB DESCRIPTION

Reports to: Head Athletics Trainer

Positions Directly Supervised: Student Trainers

Basic Functions: Assist the head athletics trainer, coaching staff, and student-athletes with the development and maintenance of preventative, rehabilitative, and conditioning programs

DUTIES AND RESPONSIBILITIES

1. Maintain all medical records and injury reports on student-athletes
2. Administer treatment and rehabilitative programs as supervised by the head athletics trainer and team physician
3. Apply protective devices and equipment as needed
4. Remain on call for all sports and is present for all practices and competitions for high-rank sports
5. Supervise training room operation in the absence of the head athletics trainer
6. Perform special assignments for the head athletics trainer as requested
ASSISTANT ATHLETICS TRAINER

JOB DESCRIPTION

Reports to: Head Athletics Trainer
Positions Directly Supervised: Student Trainers

Basic Functions: Assist the head athletics trainer, associate athletics trainer, coaching staff, and student-athletes with the development and maintenance of preventative, rehabilitative, and conditioning programs

DUTIES AND RESPONSIBILITIES

1. Maintain all medical records and injury reports on student-athletes
2. Administer treatment and rehabilitative programs as supervised by the head athletics trainer and team physician
3. Apply protective devices and equipment as needed
4. Remain on call for all sports and is present for all practices and competitions for high-rank sports
5. Supervise training room operation in the absence of the head athletics trainer
6. Perform special assignments for the head athletics trainer as requested
TEAM PHYSICIAN

JOB DESCRIPTION

Reports to: Head Athletics Trainer and Athletics Director

Positions Directly Supervised: Referred medical specialists; Professional Supervisor of all Athletics Trainers

Basic Functions: Responsible for the administration and supervision of medical programs for Western Kentucky University Athletics Department

DUTIES AND RESPONSIBILITIES

1. Submit recommendations on medical matters to the head trainer and Athletics Director

2. Establish all student-athlete medical policies and procedures to ensure compliance with recognized medical practice

3. Supervise the professional aspects of the athletics training and rehabilitative program

4. Responsible for providing student-athletes with adequate medical coverage at all intercollegiate athletics events

5. Assist with substance abuse educational programs and testing as needed
TICKET MANAGER

JOB DESCRIPTION

Reports to: Vice President for Administration and Technology

Positions Directly Supervised: Ticket Office Specialist
Ticket Sales Clerk

Basic Functions: Responsible for the management of all phases of ticket operations for the University including ordering, distributing, sales and accounting of tickets for athletics and other University/community events, assist with the planning, coordinating and implementation of the marketing strategies for ticket sales, special promotions and sponsorship

DUTIES AND RESPONSIBILITIES

1. Responsible for ordering, securing and distributing ticket inventory for athletics events and other community/campus events, in accordance with all established purchasing procedures

2. Verify tickets for accuracy of information and quantity

3. Supervise staff in processing both on site and mail orders which includes: accounting and deposit of revenues; pulling tickets for consignment sales; filling orders according to established priority systems

4. Responsible for direct sales to special groups and the general public; Responsible for ticket inventory, distribution, receipt and deposits of revenues and coordination of all other financial activities related to game-day ticket sales

5. Assist the game-day management activities and security needs as they relate to tickets

6. Interview, hire, and train all Ticket Office employees

7. Assist the Coordinator of Marketing and Promotions with the planning, coordinating, and implementation of the marketing strategies for ticket sales, special promotions, and sponsorships
TICKET OFFICE SPECIALIST

JOB DESCRIPTION

Reports to: Ticket Manager

Positions Directly Supervised: Ticket Sales Clerk; Ticket Takers

Basic Functions: Assist the ticket director with total operation of the office; Responsible for assistance in the supervision of those working in the ticket office as well as ticket takers

DUTIES AND RESPONSIBILITIES

1. Audits and verifies tickets as they are received from the printer

2. Maintains and monitors ticket sales reports on game days

3. Supervise clerical staff; Schedule and oversee game day sales workers for home contests; Provide cashboxes used at ticket stations

4. Responsible for functional knowledge and operation of computer ticketing system

5. Performs special projects and duties assigned by ticket director
TICKET SALES CLERK

JOB DESCRIPTION

Reports to: Ticket Director
Positions Directly Supervised: Student employees
Basic Functions: Perform a variety of clerical duties in the operation of the ticket facility of the University

DUTIES AND RESPONSIBILITIES

1. Assist with ticket inventory and ticket sales
2. Execute routine office procedures such as answering the telephone, ordering supplies, and typing correspondence
3. Prepare mailing lists and send applications for season ticket holders
4. Maintain records on complimentary tickets
5. Responsible for functional knowledge and operation of computer ticketing system
6. Prepare deposits for ticket accounts
7. Maintain all bookkeeping and accounting functions of the ticket office
8. Supervise student employees
9. Perform other duties assigned by ticket manager
EXECUTIVE DIRECTOR HILLTOPPER ATHLETIC FOUNDATION

JOB DESCRIPTION

Reports to: Athletics Director

Positions Directly Supervised: Assistant Director
Accounts Specialist
Secretary

Basic Functions: Responsible for the administration, coordination and operation of the Hilltopper Athletic Foundation. Serves as a liaison with the University Foundation, Alumni Association, and W-Club. Serves as an advisor to the athletics director

DUTIES AND RESPONSIBILITIES

1. Organize, coordinate, and administer departmental fund raising activities which include annual giving, endowments, special events, and capital project donations

2. Administer the overall operation of the Hilltopper Athletic Foundation; Maintain policy and official record books for board members; Prepare and records official meeting minutes

3. Schedule and distribute notices of quarterly or special meetings; Prepare all background information necessary for presentation of such meetings

4. Develop and schedule Hilltopper Athletic Foundation area, district, and statewide meetings

5. Supervise, in conjunction with the Assistant Athletics Director for Business Affairs, the Hilltopper Athletic Foundation fiscal operations which include receipts, acknowledgement, and position of all dues and contributions; Prepare annual statements and maintains financial records

6. Publish and prepare the newsletter for mailing, edit the Hilltopper report

7. Coordinate special Hilltopper Athletic Foundation trips

8. Coordinate with the Director of Marketing and Promotions all development, coordination, and administration of marketing efforts
9. Coordinate the operation of all pre-game, half-time and post-game Hilltopper Athletic Foundation receptions

10. Serve as a liaison with the University Athletic Foundation, Alumni Association and W-Club

11. Perform additional duties and/or special projects as directed by the Athletics Director
ASSISTANT DIRECTOR HILLTOPPER ATHLETIC FOUNDATION

JOB DESCRIPTION

Reports to: Executive Director Hilltopper Athletic Foundation
Positions Directly Supervised: None
Basic Functions: Assists with the responsibility for the administration, coordination and operation of the Hilltopper Athletic Foundation

DUTIES AND RESPONSIBILITIES

1. Assist in the organization, coordination, and administration of department fund raising activities
2. Serve as field representative for Hilltopper Athletic Foundation in order to coordinate with district chairpersons
3. Works closely with Alumni Association in developing and serving both alumni and Hilltopper Athletic Foundation members
4. Coordinate the annual special event projects such as auction, golf, etc.
5. Assist with coordinating special Hilltopper Athletic Foundation trips
6. Assist with fund raising effort relative to capital projects
7. Assist with the coordination of pre-game, half-time and post-game Hilltopper Athletic Foundation receptions
8. Perform additional duties and/or special projects as directed by the Assistant Athletics Director for Development and Executive Director for Hilltopper Athletic Foundation
ACCOUNTS SPECIALIST (10)
HILTOPPER ATHLETIC FOUNDATION

JOB DESCRIPTION

Reports to: Executive Director Hilltopper Athletic Foundation
Positions Directly Supervised: Administrative Secretary

Basic Function: Responsible for the bookkeeping and accounting function in the Hilltopper Athletic Foundation; Responsible for varied and highly responsible secretarial duties arranged by the Assistant Athletics Director for Development and Executive Director of the Hilltopper Athletic Foundation.

DUTIES AND RESPONSIBILITIES

1. Review, process and maintain purchase vouchers, requisitions and inter-departmental orders; monitor budget status reports to verify billings and initiate status correction when required; maintain appropriate files
2. Receive and record donations to Hilltopper Foundation and processes monies to the Foundation
3. Review budget and membership status reports to verify deposits
4. Execute routine office procedures such as answering the telephone, ordering supplies, typing correspondence, and transcribing dictation
5. Prepare and audit travel vouchers
6. Coordinate with Ticket Office the members and priority ticket status
7. Coordinate with the Office of Development updated status reports and other regional reports on projects
8. Coordinate with Athletics Office updated contribution status on a monthly basis and other reports requested
9. Coordinate financial records for hospitality room function and luncheons
10. Assist as needed in the Athletics Director's office

11. Perform other duties or projects assigned by the Assistant Athletics Director for Development and Executive Director of the Hilltopper Athletic Foundation
ADMINISTRATIVE SECRETARY
OFFICE OF HILLTOPPER ATHLETIC FOUNDATION

JOB DESCRIPTION

Reports to: Executive Director of the Hilltopper Athletic Foundation

Positions Directly Supervised: Student Employees

Basic Functions: Serve as a receptionist for the Hilltopper Athletic Foundation; Responsible for varied and highly responsible secretarial duties assigned by Assistant Hilltopper Athletic Foundation Director

DUTIES AND RESPONSIBILITIES

1. Serve as receptionist for the Hilltopper Athletic Foundation

2. Execute routine office procedures such as answering the telephone, ordering supplies, typing correspondence and transcribing dictation

3. Assist with the processing of donations to the Hilltopper Athletic Foundation

4. Assist with the coordination of status reports to the Ticket Office, Office of Development, and Athletics Office

5. Assist with financial records for special events held by Foundation

6. Perform other duties or projects assigned by Assistant Athletics Director for Development
ACADEMIC ADVISOR FOR ATHLETICS

JOB DESCRIPTION

Reports to: Director of Academic Advising Center  
(Accountable to Associate Athletics Director)

Positions Directly Supervised: Assistant Academic Advisor  
Academic Advisors (2)

Basic Functions: Responsible for the administration of the department’s  
student assistance programs; Provides the liaison  
function between the Athletics department and the  
faculty, as well as the Registrar, and other university  
agencies; Works with the registrar on matters related to athletic eligibility

DUTIES AND RESPONSIBILITIES

1. Responsible for the overall coordination and supervision of academic programs,  
policies, and services within the department that relate to the academic requirements  
of the student-athlete

2. Monitor the academic progress of student-athletes; Provide direct counseling and  
guidance services

3. Serve as the department’s primary contact with university academic administrators and  
faculty members

4. Develop academic assistance models and programs for student-athletes, which include  
but are not limited to tutorial services, orientation, and career counseling seminars

5. Assist the faculty representative in the preparation of petitions and other Sun Belt and  
NCAA forms and documents

6. Assist the Associate Athletics Director and coaches in the recruitment of prospective  
student-athletes during on-campus visitations

7. Provide to the Athletics Director semester reports reviewing the academic status of  
each student-athlete
8. Coordinate and conduct new student-athlete’s orientation sessions

9. Prepare reports on the graduation rate of student-athletes

10. Perform special projects as assigned by the Director of Academic Advising Center and/or Associate Athletics Director
ASSISTANT ACADEMIC ADVISOR FOR ATHLETICS

JOB DESCRIPTION

Reports to: Academic Advisor for Athletics

Positions Directly Supervised: Graduate Assistants, Tutors, Study Hall Monitors
Part-time Advisors

Basic Functions: Provide academic assistance and personal guidance to student-athletes; Coordinate tutorial and assistance programs for all student-athletes, managers and trainers

DUTIES AND RESPONSIBILITIES

1. Administer the study hall and tutorial programs; Hire and schedule all tutors and study hall monitors

2. Make attendance reports for distribution to all coaches

3. Supervise study halls on Sunday thru Thursday evenings during the academic semester

4. Monitor academic progress and contact faculty regarding student-athlete’s performance and attendance on a twice monthly basis

5. Maintain all class schedules

6. Organize counseling sessions and monitor eligibility status

7. Participate in the recruiting process to advise prospects of the functions and services of the Athletic Advising office as well as the University Advising Center; Organize faculty and prospect meetings and assist with admission procedures for incoming student-athletes

8. Counsel one-on-one with student-athletes during pre-registration and regular registration

9. Set up summer school schedules for those student-athletes requiring enrollment to maintain academic eligibility

10. Submit mid-year and year-end academic status reports to all coaches and administrators outlining the academic progress of each student-athlete, and project the course of action needed to certify satisfactory progress

11. Prepare special reports and perform additional duties as requested by the Academic Advisor for Athletics, University Academic Advising Center Director, and the Athletics Director
PART-TIME ACADEMIC ADVISOR FOR ATHLETICS

JOB DESCRIPTION

Reports to: Academic Advisor for Athletics

Positions Directly Supervised: Graduate Assistants, Tutors, Study Hall Monitors

Basic Functions: Provide academic assistance and personal guidance to student-athletes; Coordinate tutorial and assistance programs for all student-athletes, managers and trainers

DUTIES AND RESPONSIBILITIES

1. Provide assistance in study hall and tutorial programs

2. Report those students in need of special tutoring to the assistant athletics director

3. Monitor academic progress, contact faculty monthly regarding student-athlete performance and report to head coach or the designate

4. Monitor attendance of all student-athletes and report to head coach or the designate

5. Maintain all class schedules

6. Maintain undergraduate degree program

7. Maintain a list of major courses of study for student-athletes who have completed four semesters of college. This list is recorded in the Office of the Registrar and the Advisement Office.

8. Monitor eligibility status and report areas of concern to head coach or designate

9. Participate in recruiting process and assist with admissions procedures for incoming student-athletes.

10. Counsel one-on-one with student-athletes during pre-registration and regular registration

11. Set up summer school schedules for those student-athletes deemed needful of attending

12. Submit mid-year and year-end academic status reports to all coaches and administrators outlining the academic progress of each student-athlete, and project the course of action needed to certify satisfactory progress
11. Prepare special reports and perform additional duties as requested by the Academic Advisor for Athletics, University Academic Advising Center Director, and the Athletics Director

12. Submit mid-year academic report top head coach and administrators outlining academic progress of each student-athlete. Project a course of action needed to certify satisfactory progress

13. Prepare special reports and perform additional duties requested by Academic Advisor for Athletics, University Advising Center Director, and Athletics Director