JOB DESCRIPTION

JOB TITLE: Administrative Assistant
DEPARTMENT: University Sports

DIVISION: Student Affairs
SECTION: CHSC

1. BASIC FUNCTIONS:

Coordinates the various activities of the CHSC and Athletics programs. This includes, but is not limited to providing secretarial support to the Director of University Sports, assisting in the preparation of reports, assisting in the monitoring of the budget expenditures as well as performing a variety of functions.

2. DUTIES PERFORMED:

a. Coordinates the various routine day-to-day activities of the office area, directing student staff and the messenger as necessary.

b. Disseminates mail and other related information to the appropriate individual or department.

c. Prepares drafts or other typed communications for the department as required.

d. Assists in the preparation of periodic reports and other related data pertaining to the CHSC or athletics.

e. Maintains accurate records for all requisitions, supplies, or equipment and orders new office supplies as necessary.

f. Answers the telephone and forwards calls to the appropriate person or office.

g. Meets and greets visitors and directs or escorts them to the appropriate person or office.

h. Assists in the maintenance and implementation of procedures for the CHSC membership programs.

i. Maintains an organized and updated filing system and keeps information identified as confidential in a secure location.

j. Assists in monitoring the CHSC and athletic program budget expenditures.

k. Performs other similar or related duties as requested by the Director of University Sports.
3. **WORK CONTACTS:**

He/she works closely with the Director of University Sports, CHSC Supervisors, Area Attendants, coaches, students, faculty, Student Affairs constituents, and visitors.

4. **INDEPENDENCE OF OPERATION:**

Reports to the Director for University Sports. Works according to established procedures, clearly set precedents and professional administrative standards. Completed work is checked at subsequent stage in the work cycle.

5. **SUPERVISORY RESPONSIBILITY:**

None

6. **PHYSICAL EFFORT:**

Minimal physical effort involving operating a word processor and computer approximately 80% of the working time.

7. **WORK CONDITIONS:**

Clean and pleasant.

8. **MINIMUM REQUIREMENTS:**

   a. BA degree, plus three years experience in a similar position.
   b. Excellent English communication skills are required.
   c. Excellent public relations skills are required.
   d. Willingness to work in a multi-task active work environment required.
   e. Familiarity with a variety of sport activities preferred.
   f. Good familiarity with commonly used word processing, spreadsheet, PowerPoint, and database software packages (English and Arabic).