**Senior Athletic Assistant Standard Job Description**

**Classification Title:** Senior Athletic Assistant

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Senior Athletic Assistant is responsible for assisting with administrative duties with the assigned sport including the scheduling of facilities, with coordinating all recruiting operations activities throughout the year, maintaining up-to-date prospective student-athlete profiles and maintaining up to date recruiting boards, as assigned.

**Essential Duties and Tasks:**

**30%: Game Contracts**

Negotiates and prepares game contracts for tournaments, as well as home-and-home series. All guaranteed games must be kept within the overall budget. Contracts must be submitted to the Head Coach for approval. Prepares and routes contracts through the contract process for the Athletic Director’s signature.

**30%: Campus Relations**

Works directly with the Sports Information Director, business operations staff and other university staff as the need arises. Assists with the organization of team travel. Communicates with compliance on questions regarding NCAA rules interpretations. Corresponds with athletic ticket office for all team needs concerning tickets for home and away contests and recruiting tickets. Communicates with facilities and maintenance staff concerning facility needs and upkeep.

**10%: Recruiting**

Participates in on campus recruiting tours and online recruiting through social media. Assists with coordinating all on campus recruiting efforts (game days, official and unofficial visits). Assists with the documentation of all forms related to recruiting.

**15%: Analytics**

Creates and analyzes scouting reports and charts various activities at practices and games.

**5%: Supervision**

Supervises student workers in the Athletic baseball unit.

**5%: Public Relations**

Sets up speaking engagements and publicity outings for the team and members of the coaching staff. Works as the initial contact person with the public, students, media and corporate sponsors. Acts as a liaison for the Athletic baseball program.

**5%: Compliance**

Compliance is a shared responsibility. Maintains continual and thorough familiarity with all applicable NCAA, Conference, and University rules and regulations. Establishes and ensures communication and enforcement of rules and regulations for all staff members and student workers supervised.

**20% Duty Title (for the department's use)**

Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above

**Required Education and Experience:**

Bachelor's degree or equivalent combination of education and experience.

**Required Licenses and Certifications:**

None

**Required Special Knowledge, Skills, and Abilities:**

Ability to multi-task and work cooperatively with others. Able to demonstrate football skills and techniques. General knowledge of NCAA rules.

**Preferred Qualifications:**

Experience and background in NCAA Rules.

**Machines and Equipment:**

Computer: 20 hrs., Telephone: 5 hrs.

**Physical Requirements:**

None

**Other Requirements and Factors:**

Travel required with assigned sport. Ability to work flexible hours (nights, weekends and holidays) as required to complete assigned duties.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**