**Senior Team Administrator Standard Job Description**

**Classification Title:** Senior Team Administrator

**FLSA Exemption Status:** Exempt

**Pay Grade:** 13

**Job Description Summary:**

The Senior Team Administrator, under direction, coordinates administrative duties for the assigned Athletics program to include travel arrangements, contracts and budgets, assists with recruiting efforts, and supervises assigned staff.

**Essential Duties and Tasks:**

**40%: Scheduling & Travel**

Make all contracts for tournaments as well as home series. All guarantee games must be kept within the overall budget. The contracts must be submitted to the Head Coach for approval and then a contract generated for the Athletic Director and their signature. Setup the season’s travel itineraries. This requires a bidding process on buses, airline flights and hotels. The itineraries are based on the competition time and consist of a flight, bus transportation, hotel reservations, practice time reservations and any site-specific arrangements.

**15%: Recruiting**

Organize and administrate recruiting weekends, including booking of the airline flight and the hotel room. The desired interviews and appointments are determined by the coaching staff. In addition, it is necessary to reserve places to eat, tours, and admissions to whatever function. The appropriate prospective student athletes forms, and requirements must be filled out prior to the visit. Monitors all recruiting activities and documentation to ensure NCAA compliance. After prospective student-athlete has been identified by coaching staff, ensures contact with recruit adheres to NCAA guidelines, as set by sport.

**10%: Public/Campus Relations**

Setup speaking engagements and publicity outings for the team and members of the coaching staff. In addition, work as the initial contact person with public, students, media and corporate sponsors. This position should act as a liaison for the program. Work directly with the Sports Information Director, Promotions Director, Business Operations Staff, and other University Staff as the need arises. All facility, menu and meeting details must be arranged. Films, handouts, player appearances and guest speakers are all options that can be used throughout the swimming and diving seasons.

**10%: Academic Monitoring**

Assists in the admission process of prospective student-athletes and monitors the academic progress of current student-athletes.

**5% Compliance**

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 concerning student-athletes: conduct, appearance, road games, punctuality and other areas as deemed appropriate.  Maintains awareness of and supports the initiatives of the Athletics Department.

**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

**Qualifications:**

**Required Education & Experience:**

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

Three years of experience working in NCAA Athletics.

**Required Licenses and Certifications:**

None

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

General knowledge of assigned sport and NCAA Rules.

Proficient with Microsoft Office (Word, Excel, Powerpoint, Outook).

Ability to multi-task and work cooperatively with others.

Strong organizational skills.

**Preferred Qualifications:**

None

**Machines and Equipment:**

Computer: 20 hrs., Telephone: 5 hrs.

**Other Requirements or Other Factors:**

Working nights, weekends, and holidays as required to complete assigned tasks.

**Preferred Other Factors:**

None

**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**