**Athletic Assistant Standard Job Description**

**Classification Title:** Athletic Assistant

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Athletic Assistant, under direction, performs managerial work administering the daily operations and activities of a business function, division, or department.

**Essential Duties and Tasks:**

**40% - Public Relations/ Social Media**

Coordinate speaking engagements and publicity outings for the team and coaching staff.

Serve as the initial contact for the public, students, media, and corporate sponsors, acting as a liaison for the program. Manage media relations for assigned sport(s), collaborating with Sports Information, Internet/Video, and Marketing Departments, and oversee all social media platforms.

**25% - Recruiting**

Scouts and recruits prospective student athletes from high school, junior, and community colleges. Organizes on-campus visits by prospective student athletes. Makes recommendations to the head coach regarding potential of student athlete.

**15% - Administration**

Performs administrative duties as assigned by Head Coach. These duties may include, but are not limited to: coordinating and arranging team travel, coordinating and arranging competitive schedule, organizing and scheduling practice sessions, updating and maintaining student-athlete recruiting databases, updating and maintaining files (both hard copy and video) of opponents, developing and distributing scouting reports on opponents, analyzing opponents film and scouting reports, assisting in the requisitioning and purchasing of uniforms and equipment, and organizing on-campus visits by prospective student-athletes (both official and unofficial).

**10% - Programming**

Assists with developing programming and outreach activities such as sports camps, youth clubs.

**10% - 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-athlete: conduct, appearance, road games, punctuality, and other areas as deemed appropriate.

**Required Education and Experience:**

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

**Qualifications**

**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:**

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/)**.**

[x]  **Yes**

[ ]  **No**

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

[ ]  **Yes**

[x]  **No**