

POSITION EVALUATION SPECIFICATIONS

CODE NO. _____

CLERICAL, TECHNICAL AND OTHER SERVICE POSITIONS

DEPT. _____

(USUALLY EXEMPT POSITIONS AS DEFINED BY THE FAIR LABOR STANDARDS ACT)

GRADE _____

POSITION TITLE: **OFFICE COORDINATOR / ADMINISTRATIVE ASSISTANT**

Job Description:

Director of Operations for the Men's Ice Hockey program under the general supervision of the Head Coach. This is a non-coaching position which will manage the administrative functions and operations of the Men's Ice Hockey program by assisting with video operations; oversee the budget; coordinating scheduling; managing apparel and support equipment. The Director of Operations will plan, coordinate, and execute year-long travel plans; handle the arrangement of team practice scheduling; coordinate team community service activities; and organize aspects of recruiting visits.

Major Areas of Responsibility

- Produces all travel itineraries for away games.
- Scheduling and confirming travel practice requests
- Responsible for travel budget and ensuring travel expenses remain in budget.
- Coordinates meals for games
- Oversee practice and game film production
- Assist with breakdown and statistical analyses
- Assist with fundraising including working with coaches and athletic development representative in planning, preparing and coordinating events
- Assist with team community service events including event scheduling, publicity, coordinating with team community service activities
- Coordinate team film exchange for both away and home games
- Manage employee schedule for team managers ensuring appropriate coverage.
- Assist with logistical aspects within the function of the program
- Point of contact for visiting teams
- Manages and plans team events and functions.
- Build effective partnerships with co-workers through freely sharing appropriate information and providing assistance when needed.
- Ensuring optimum service to all internal and external partners in response to all requests for service and information.
- Maintaining an environment that is welcoming to persons of all backgrounds, nationalities, and roles.
- Attends and supports all games

- Performance of all other duties and special projects as assigned by the Head Coach

Requirements:

- Bachelor's degree plus one to two years of related experience required.
- Knowledge of NCAA rules and regulations.
- This position requires that you operate a motor vehicle as part of your job responsibilities. A valid driver's license and successful completion of a motor vehicle records check will be required in addition to background checks.

Core Competencies

Understands, values and respects diversity as an individual, in a team and within groups while fostering an inclusive and supportive environment.

- Supervision
- Dependability
- Flexibility
- Service Oriented
- Excellent Written & Verbal Communication
- Proficient Problem Solving
- Understands Risk Management
- Excellent Innovation/Creativity
- Strong Teamwork & Team Facilitation
- Strong Interpersonal Skills

Additional Information:

This is a full time, exempt level position.

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BY	DATE	BY	DATE	BY	DATE	BY	DATE

The description above represents the most significant duties of this position but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the factor degrees assigned.