



ATHLETICS ADMINISTRATIVE ASSISTANT

OUR MISSION: Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.

ABOUT US: Oregon Episcopal School occupies a wooded 59 acre campus where 880 students in Pre-K through 12th Grade share an excellent faculty, an inquiry based curriculum, and a strong sense of community. The School values employees who seek to continually develop the [OES Essential Competencies](#) in themselves and others and are prepared to engage in a vibrant, culturally diverse learning community.

JOB SUMMARY: The administrative assistant provides clerical and other support as needed to the Athletics Department. This position reports directly to the director of athletics and requires frequent interaction with coaches, faculty, students and parents. The successful assistant will be tech savvy, calm, organized, and possess exceptional communication and people skills.

This is a full-time, academic year position that comes with a benefits package including employer paid health insurance and a retirement plan with a generous employer matching contribution. For more information on benefits at OES visit the [OES Benefits Guide](#). Starts early August 2021. Open till filled.

ESSENTIAL DUTIES:

- Receive visitors to the Athletics Office.
- Maintain Athletics Department correspondence, including phone and email.
- Arrange local transportation for teams.
- Arrange for out of state competitions.
- Confirm game times, locations and referees for all K-12 athletic competitions and events.
- Assist with compiling and developing information for meetings.
- Take minutes for all league and state meetings held at OES.
- Support Athletic director and associate director with monthly budget review.
- Compile information for mileage expense reports.
- Maintain OES Athletic and OSAA website with timely updates.
- Support registration of K-5 athletic registration.
- Enter attendance information in school database.
- Collect roster information and make it accessible to the school community.
- Review medical information and provide emergency forms to coaches for student athletes.
- Enter coaches' comments for Upper School students.
- Work with HR Office to assure accurate reporting for payroll.
- Assist coaches as needed.
- Participate in required training including the School's DEI programming activities.
- Attend all trainings for school database usage including Magnus and Veracross.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Updated January 26, 2021

- High school diploma or equivalent
- Two years' experience providing clerical support in an office setting
- Intercultural competence, ability to interact appropriately with persons, of diverse backgrounds, ability to work effectively on diverse teams, demonstrated commitment to equity and inclusion
- IT Skills: general digital literacy, ability to adapt and learn as digital tools evolve, Intermediate Google Suite, MS excel and Word, some database experience
- Current certification in First Aid and CPR or ability to obtain
- Ability to pass a criminal background check and pre-employment drug screen

PREFERRED QUALIFICATIONS:

- Three to five years' administrative assistant experience
- Some college or formal administrative support training
- Experience in an athletics program

KNOWLEDGE, SKILLS, AND ABILITIES:

- Interpersonal and communication skills, ability to work well on teams, ability to maintain collegial relations with colleagues
- Ability to maintain professionalism in stressful situations
- Attention to detail, ability to perform basic business math functions accurately
- Organizational skills, ability to prioritize and juggle multiple deadlines

PHYSICAL REQUIREMENTS:

- Primarily office environment, ability to sit at computer and keyboard for substantial periods
- Mobility sufficient to move about the campus, to include climbing stairs
- Sight and hearing adequate to perform the duties of the job, ability to communicate clearly
- Ability to lift and carry up to 20 pounds on a frequent basis

COMPENSATION: Starts at \$20 to \$23 per hour depending on training and experience.

APPLICATION INSTRUCTIONS:

- Visit www.oes.edu/careers to learn more about OES and the faculty experience.
- Fill out the [OES Athletics Admin Assistant Application](#)

Oregon Episcopal School does not discriminate in its hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, genetic information, or other legally protected characteristic or status.