

THE HARVEY SCHOOL

Assistant to the Director of Athletics

Position Description

The Assistant to the Director of Athletics will maintain athletic records, develop athletic schedules, ensure accurate accounting, generate reports, act as a liaison to coaches, faculty, staff, students, parents, and alumni, and provide general administrative and clerical support to the Director of Athletics at The Harvey School. Must be able to maintain confidential information, complete time sensitive documents, keep records for future use, and balance multiple projects.

Qualifications of Skills Preferred

- Experience working in an athletic department setting, a school environment, or a high-demand office environment.
- Proficient in database software, Google, and the Internet
- Able to work in a team-centered environment in order to accomplish department goals and objectives.
- Excellent communication skills and interpersonal skills.
- Availability to work evenings and weekends during seasons and events.
- Strong attention to detail.
- Positive attitude, flexible approach, and a sense of humor.

Professional Responsibilities

- Maintain the athletic department master schedule for all events and coordinate it with the Harvey School master schedule.
- Publish and distribute a weekly calendar of all athletic events.
- Confirm each week with competing schools for all events.
- Confirm game officials for each week's events.
- Coordinate and arrange transportation for away athletics.
- Provide support to the AD and coaches during postseason tournaments, including the timely submission of required documents, rosters, entry fees, and communication with officials and teams.
- Track student/athlete eligibility and notify the AD and coach of the student/athletes standing.
- Provide oversight of coaching staff onboarding requirements and monitor eligibility.
- Prepare requisitions and purchase orders for the athletic department.
- Ensure officials are paid.
- Coordinate with other departments and external agencies.

Additional Responsibilities

- Assist the AD with maintaining the athletic department's pages on the school website and social media accounts.
- Handle questions from the school community, general public, and opposing schools concerning all athletic activities.
- Assist in compiling information and preparing reports, schedules, correspondence, athletic handbook, team rosters, etc. as needed.
- Answer and respond to incoming phone calls and emails.
- Purchase team awards, assemble awards for coaches, and enter them into our database.
- Coordinate team banquet schedules with team parents, coaches, and the Logistics Coordinator.
- Work with the athletic trainer, the assistant AD, and the student/athletes.

This is a 12-month position with a salary range of \$55,000- \$65,000

To apply for this position:

Please send a single PDF file that includes a cover letter, resume, and three references to employment@harveyschool.org. Please include the position title in the subject line.