

PALOMAR COMMUNITY COLLEGE DISTRICT

ATHLETIC ADVISEMENT ASSISTANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of functions involved in facilitating the transfer of student athletes to other four-year colleges and universities; to assist student athletes in academic intervention and support; and to perform a variety of clerical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Athletics Director.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Perform a variety of functions involved in facilitating the transfer of student athletes to other four-year colleges and universities; to assist student athletes requiring academic intervention and support.
2. Maintain accurate and up-to-date records for all student athletes; monitor various correspondence logs, databases and records for accuracy and completeness.
3. Assist student athletes in fulfilling academic requirements including the identification of potential academic issues and specific coursework requirements.
4. Provide information to coaches, athletics staff, and college instructors regarding potential eligibility or transfer issues including additional coursework requirements.
5. Correspond with other departmental staff and outside institutions to identify transfer needs and compliance requirements.
6. Provide the transfer institution with all necessary documentation and information for transferring students.
7. Operate a variety of office equipment including a copier, fax, typewriter and computer; enter pertinent information into the computer.
8. Perform related duties and responsibilities as required.

PALOMAR COMMUNITY COLLEGE DISTRICT
Athletic Advisement Assistant (*Continued*)

QUALIFICATIONS

Knowledge of:

- Transfer requirements for NCAA institutions.
- Principles and practices of recordkeeping
- Computer programs and data transfer techniques.
- Modern office procedures and methods including computers.
- English usage, spelling, grammar and punctuation.

Ability to:

- Create and maintain student records and information.
- Identify and interpret NCAA entry requirements for student athletes.
- Manipulate specialized computer programs for information transfer and recordkeeping.
- Maintain a calendar and schedule as required.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES:

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

Experience:

No experience necessary. One year general clerical experience is desirable.

Education/Training:

Equivalent to completion of the twelfth grade.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; extensive contact with students, staff and other outside agencies.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard; moderate or light lifting; operating computer equipment; near visual acuity for reading computer screens.