POSITION ANNOUNCEMENT

SECRETARY
Department of Hobart Athletics

SUMMARY:
The secretary to the Hobart Director of Athletics and the Hobart Head Football Coach provides critical administrative support for Hobart Athletics, Hobart Football and the Statesmen Athletic Association (SAA), the support foundation for Hobart Athletics.

Athletic Department support staff is expected to work in compliance with the rules and regulations of the NCAA, ECAC, Liberty League and other relevant governing bodies as they pertain to their positions. They are expected to be supportive of the HWS Compliance Coordinator and fully engaged in the Department’s compliance education program.

The secretary will assist with the head football coach and the assistant coaches with administrative support for recruiting, team roster management, coaches’ correspondence, playbook preparation, team and coaches’ travel arrangements, practice and game planning, team awards and student-athlete recognition, alumni event and campus visits of prospective student-athletes.

The secretary will also assist the director of athletics with the scheduling of department and external meetings; a wide range of correspondence and record keeping; the finances, fund raising and membership relations of the SAA; arrangements for special events such as Napier Leadership Seminars, Hobart Hall of Fame dinners and SAA receptions; and with the business of the Liberty League and other intercollegiate affiliations. The secretary may also assist the director of athletics and the event staff with the administration of home athletic events and will be expected to work at most home football and lacrosse games.

Supervisor: *Director of Hobart Athletics and Head Football Coach (*denotes lead supervisor)

Qualifications:
Associate degree required; bachelor’s degree or equivalent educational experience preferred. Candidates are expected to demonstrate the ability to work independently in a fast paced environment; to demonstrate a sense of anticipation; to work well as a team member; to consistently make sound decisions and to value confidentiality. A high priority will be placed on organizational and advanced computer skills to include MS Word, Outlook, Excel, and Power Point. Experience with financial and record software systems such as People Soft, Quicken and Raiser’s Edge is preferred. Special consideration will be given to candidates with experience in intercollegiate athletics.

Other information:
Men and women and members of all racial and ethnic groups are encouraged to apply. This is a full-time, 12-month, 37.5 hours per week, benefits-eligible position. The successful candidate may be required to work additional hours in the evening and on weekends.

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