

Secretary – Athletic Department

Mullen High School is seeking to hire an energetic, detailed oriented person to fill the position of Secretary in our Athletic Department. The Athletic Secretary facilitates the efficient operation of the Athletic Department by assisting the Athletic Director with planning and implementing all athletic functions within the school community. The Athletic Secretary will also provide administrative support to the Athletic Director and other department staff. This is a full-time position Monday through Friday during the 10-month school year beginning August 1, 2017.

Essential Job Functions

- Orders and coordinates season football tickets; sells weekly football tickets and coordinates ticket sales with campuses for all sports.
- Assists Sports Medicine Director with PRIVITT registration for all Mullen Athletes and maintains updated athlete participation records.
- Monitor and updates R School Athletic Calendar.
- Receives all deliveries and other items for Athletic Department.
- Assist with the deposit of all funds and requests payments through Athletic Activity Account.
- Handle questions from parents, general public (excluding media), teachers, counselors, and administrators concerning all sports activities.
- Assist in compiling information and preparing reports, schedules, correspondence, athletic handbook, team rosters, etc. as needed.
- Assist in the collection of athletic participation fees, deposits/refunds for the district.
- Assist in making arrangements for all play-off games.
- Submit and pay all entry fees for all athletic events.
- Assist with submission of coaches' supplemental pay forms.
- Assist Athletic Director and/or Booster Clubs with fundraising activities, obtaining rosters and other Booster Club activities.
- Other duties may be assigned

Skills

- Demonstrated attention to details, time management, and problem solving
- Excellent organizational skills demonstrated through proven abilities
- Working knowledge Microsoft Office Suite
- Strong verbal communication skills
- Demonstrated ability to take initiative
- Ability to work effectively and professionally with other individuals and groups
- High energy individual who is flexible, self-motivated and able to handle multiple projects at one time
- Proficiency of administrative and clerical procedures and systems, managing files/records, designing forms and other procedures
- Ability to handle confidential information and matter.

Qualifications

- High School diploma/GED or training and experience that is considered equivalent
- Two to three years successful experience in a school or related field desired

Application Deadline: June 23, 2017

Submit cover letter, resume, and three references to Hr@mullenhigh.com

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