

CLOUD COUNTY COMMUNITY COLLEGE

Support Staff Position Job Description

Position Title: Assistant to the Director of Athletics

Reports To: Director of Athletics

Employment Classification: Full-time, Non-exempt, Support Staff, Employment at Will, KPERS Covered, Grade 5, Full Benefits

Type of Contract: Support Staff (full-time)

Length of Contract: 2080 Hours 12 Months

Date of Position Description: September of 2026

Date Position Description Approved by President:

GENERAL NARRATIVE DESCRIPTION OF THE POSITION:

The Assistant to the Director of Athletics will perform all assigned responsibilities under the direction and supervision of the Director of Athletics. Associate's degree preferred. The Assistant shall possess budgeting and basic business skills, and hold a valid Kansas driver's license. The essential functions of this position include: (1) the ability to communicate with others at a high level in both verbal and written forms; (2) a reasonable command of problem solving and decision making skills; (3) the possession of excellent interpersonal skills; (4) the possession of quantitative and computer skills; (5) the ability and willingness to travel occasionally as a representative of Cloud County Community College; (6) the ability and willingness to work some evenings and weekends; and (7) the ability to perform assigned tasks with minimal supervision.

RESPONSIBILITIES:

Under the direction and supervision of the Director of Athletics, the Assistant to the Director of Athletics will:

- ❖ Discharge effectively and efficiently the duties and responsibilities that are appropriate to this support staff position. Such duties may include but are not limited to: (1) the development and administration of appropriate budgets; (2) the collection and dissemination of data and information; (3) coordinate and oversee student-athlete eligibility and compliance. (4) the promotion of communications within the College community and the community-at-large; (4) the participation in appropriate committees and

- work groups; (5) the participation in planning and decision making; (6) the application of institutional, KJCCC and NJCAA policies, procedures, and regulations; and (7) the completion of other responsibilities as appropriate or as assigned;
- ❖ Organize the office of the Director of Athletics to accomplish the tasks of the office including establishing and maintaining records, filing, processing correspondence, and maintaining communications;
 - ❖ Maintains accurate and organized student-athlete files and records, ensuring all required documentation is collected, updated, securely maintained, and readily accessible for eligibility, compliance, and institutional reporting purposes.
 - ❖ Assist with the formulation and administration of budgets;
 - ❖ Assist with the administration of the athletic scholarship program;
 - ❖ Supervision of work study/work award students;
 - ❖ Assist with the administration and activities associated with the Athletic Booster Club;
 - ❖ Supervision of the sale of tickets and concessions;
 - ❖ Assist with the administration of home sporting events.
 - ❖ Perform all other duties as assigned by the Director of Athletics.

Cloud County Community College offers a complete benefits package to all full-time support staff including:

- Health care coverage for employees and eligible dependents (up to \$872.71 paid monthly for single coverage by the college toward premium cost)
- Paid holiday leave - approximately 24 days of holiday leave
- Paid sick leave – 10 days annually, accumulates to 100 days total
- Paid vacation leave – earned at a rate of 8 hours per month, accumulates to 144 hours total
- Retirement coverage through the Kansas Public Employees Retirement System (KPERs)
- Free CCCC tuition for employee, spouse, and minor dependents
- Free pass for employee, spouse, and immediate family members to most college sponsored events

- IRS Section 125 cafeteria salary reduction plan to purchase nontaxable health insurance, medical expense reimbursement, and dependent (child) care reimbursement (AFLAC)
- Free use of the Fitness Center