Available Position: Assistant for Athletic Operations
Department: Athletics
Reports to: Director of Athletics
FLSA Classification: Non-Exempt
Full/Part-time: Part-time (19 hours per week)
Date Posted: June 3, 2022
Start Date: Immediately

About The Hockaday School:
The Hockaday School is an independent, college preparatory school for girls of strong potential and diverse backgrounds who may be expected to assume positions of responsibility and leadership in a rapidly changing world. With an enrollment of more than 1,100 students, The Hockaday School is the nation’s largest prekindergarten through grade 12 independent girls’ school. Ranked among the country’s finest college preparatory schools, it was founded over a century ago and continues today to build on its original Four Cornerstones: Character, Courtesy, Scholarship, and Athletics.

Hockaday’s faculty are recognized as experienced leaders in their field and students in every grade benefit from outstanding faculty and access to unmatched resources. Families who choose Hockaday care deeply about providing their daughters with a comprehensive and rigorous education, both inside and outside the classroom. Hockaday’s student body reflects the diversity that is deeply valued by the School. While most Hockaday families come from across the greater Dallas-Fort Worth area, Hockaday students also come from across the United States and around the world.

Position Description:
The Assistant for Athletic Operations works directly with the Director of Athletics, Assistant Director of Athletics, and the Athletic Department. The Assistant for Athletic Operations maintains the professional atmosphere of the Athletics office, assists in managing requests for meetings, and acts on behalf of the athletics department when communicating with email and phone requests. They are also responsible for updating the Athletics website, creating event plans related to Athletics, and assist in coordinating Middle and Upper School Athletic programs and teams. The candidate should have proven experience in executive level administrative support in a fast-paced office environment. The ideal candidate will be well organized, detail-oriented, confidential, responsible and able to work independently, while possessing the ability and desire to understand and engage in supportive relationship.

Essential Functions:
• Assist in managing files for coaches, including certification; provide updates to the coaches and the Director of Athletics
• Communicate with families and program heads to ensure that athletes are eligible
• Manage the processing and recording of all purchase orders
• Serve as one of the lead managers of all athletics data and the athletics web pages, including team rosters, game schedules, and coach travel field trip forms
• Maintain and updates program records and statistics (in coordination with program heads)
• Maintain accurate spreadsheets of all expenses and revenue that come through the Athletics office
• Process invoices and receipts and reconcile monthly with the Business Office to ensure their records match the Athletics Department records
• Manage the end-of-season dinners for all programs including reserving spaces, ordering awards, printing certificates, and managing parent/guardian volunteers
• Other duties as assigned by the Director of Athletics

Qualifications/Experience:
• Bachelor’s degree required
• Three to five years prior office or athletic operations experience desired
• Desire to work with adults and students in an athletics department representing a diverse population
• Ability to work in a fast-paced environment.
• Excellent organizational skills and attention to detail
• Ability to effectively prioritize workload
• Advanced understanding and ability to use computers and technology including Microsoft Windows and Office products, in particular Outlook, Word, and Excel; Well-developed interpersonal, written, and verbal communication skills, including the ability to communicate effectively with all constituents in a school environment, including students, co-workers, parents, alumnae, volunteers, trustees, and the public
• Adaptability, honesty, self-reliance, teamwork, dependability, flexibility, willingness to listen and learn, work ethic, determination, persistence, problem-solving skills, loyalty, and congeniality are essential
• Ability to anticipate needs and offer proactive support
• Ability to troubleshoot and resolve problems independently and take ownership of tasks
• Ability to understand different perspectives and interact respectfully with cultures other than one’s own; able to cultivate meaningful relationships with all constituents
• Must have the ability to work in a school environment through satisfactory completion of all legally required and School-required background and screening checks and verifications, including criminal and sex offender background checks

Training:
• Participate in all requisite School trainings prior to the start of the school, and throughout the School year.
• Attend required staff development and training sessions throughout the year.
• Attend periodic in-service meetings.
• Acknowledge receipt of the current Employee Handbook and are responsible for reviewing the contents and abiding by rules, policies and procedures stated in the Handbook or otherwise by the School.
• Abide by Hockaday’s Code of Ethics and Conduct.
• Commit to the ideals expressed in Hockaday’s Tenets of Staff/Coaching Excellence

Physical Requirements and Work Environment:
• Regularly works in standard office conditions and climate, and regularly works outdoors in varying weather conditions and climate
• Regularly uses close and distance vision, including working at a computer screen for extended periods of time
• Frequently required to move around the office; works at a desk for extended periods of time; regularly moves around campus
• Ability to occasionally move items weighing up to 25lbs. across the campus or office. Ability to stand/sit for long periods of time during event days
• Ability to regularly work flexible hours to support before and after-school or weekend events
• Ability to maintain appropriate boundaries with students, fellow staff and community members
Limitations and Disclaimer:
The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration’s assignment of essential functions; and nothing in this herein restricts administration’s right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

Application Requirements:
Qualified candidates should complete an online application for employment under How To Apply at https://www.hockaday.org/about/employment and attach a cover letter and résumé. You will receive an email confirming receipt of your application and additional details to complete the application process. Contact recruitment@hockaday.org with any questions.

The Hockaday School is an equal opportunity employer. It is our policy not to discriminate, and to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, sexual orientation, creed, religion, national origin, ethnicity, age, disability, veteran status, or other applicable protected classification.