

Graduate Administrative Assistant – Women’s Basketball

Point University is a private institution that educates our students within a Christian worldview, so they are equipped to take their faith into the marketplace and all of life while achieving their professional goals. We are training the next generation of Christian leaders to take the cross to more job sites, churches, industries, and nations than ever before.

Point University is a member of the Southern States NAIA Conference. Our women’s basketball program is seeking to hire an administrative graduate assistant to help with the day-to-day functions of running a competitive basketball program. This individual must be organized and task oriented. This position is ideal for someone who is looking to become a “Director of Operations” or someone who enjoys working behind the scenes in a collegiate sports program. This person will report to the head coach and must have strong computer skills and organizational skills.

This position is a 2-year commitment, and the applicant must be accepted and enrolled in Masters level courses at Point University during their employment.

Responsibilities

- Schedule appointments and recruiting visits.
- Maintain calendars.
- Schedule and coordinate meetings
- Oversee Study Hall
- Prepare communications such as memos, emails, invoices, travel itineraries, reports, and other correspondence.
- Create and maintain filing systems, both electronic and physical
- Assisting managing accounts and perform bookkeeping.
- Managing social media platforms

Minimum Qualifications:

- Bachelor’s degree from accredited institution

Preferred Requirements:

- Organizational skills
- Proficiency in Microsoft Office, Excel, PowerPoint, Publisher, and social media
- Knowledge of Photo Shop and creating graphics.
- Great organization skills
- Excellent writing skills and oral communication skills
- Proficient with film and video

Benefits:

- Bi-Weekly Stipend
- Tuition waiver for following program: M.B.A. (Business), Transformative Ministry