



## **Athletic Coordinator**

Point University is a private liberal arts 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.

The Athletic Coordinator is a key position within the Athletic department. Supports Athletic Director in daily functions of the department.

### **Responsibilities and Primary Activities:**

- Manages all NAIA eligibility
- Acts as the liaison between other departments and athletic department
- Oversees ticket sales-game management for all home athletic events
- Maintains calendar and maintenance for all athletic vehicles
- Point of contact for Athletic Department
- Record and monitor roster and retention numbers
- Monitor athletes' attendance/grades
- Hiring and scheduling student workers
- Handling any National Conference or Institutional reporting
- Assists with facilities and game operations
- Sport oversight of selected programs
- Assist the Athletic Director with the athletic department budget
- Represent the athletic department on university, conference, and national committees
- Other duties as assigned
- Assists Athletic Director with any necessary projects

### **Minimum Qualifications:**

- Knowledge of collegiate athletics
- Strong organizational skills
- Must be able to work in a fast-paced environment with multiple projects and deadlines
- Excellent communication skills
- Detailed oriented

### **Preferred Qualifications:**

- Bachelor's degree from accredited institution
- Knowledge of NAIA eligibility criteria