

**HURON SCHOOL DISTRICT #2-2
JOB DESCRIPTION**

- TITLE:** Administrative Assistant to Activities Director/Arena Manager/Building & Grounds Director
- QUALIFICATIONS:** High school diploma.
Typing, word processing skills, computer experience.
Experience in secretarial work as well as ability to work with the public very discreetly. Attention to detail and accuracy and ability to perform office operations without direct supervision. Must have good organizational skills and be flexible.
- REPORTS TO:** Activities Director/Arena Manager
Building & Grounds Director
- JOB GOAL:** Assist activities director/arena manager as well as the director of buildings and grounds so both departments may devote maximum attention to their respective areas. Need to ensure each department head that his/her area can be run in a smooth and efficient manner.

PERFORMANCE RESPONSIBILITIES:

1. Maintain a regular filing system of all student eligibility records as well as maintaining a computer data base of all eligibility requirements for every student in every sport. This must be completed for all sports as well as all fine arts participants.
2. Place and receive telephone calls and record messages.
3. Establish a good rapport with administrators, coaches, staff, and public.
4. Type contracts for all sports involving other schools.
5. Prepare programs for all home sporting events.
6. Type Work Assignment booklet for Short Term Leave.
7. Prepare reminders to email for all short term leave assignments.
8. Assign 'in-charge' and 'clean-up' personnel for all events held at Arena and Tiger Stadium.
9. Prepare monthly district calendar for all staff and general public.
10. Type monthly practice schedules for all sports.
11. Other jobs as designated by the supervisors.