

**TITLE:** Athletic Department Office Manager  
**DEPARTMENT/DIVISION:** Athletic Department  
**REPORTS TO:** Athletic Director  
**CLASSIFICATION:** Classified Staff, Part-time

### **POSITION SUMMARY**

This position serves as an office manager in the Athletic Department. The office manager will assist the Athletic Department and Seminole State College in the coordination of athletic events, creating and maintaining a social and digital media presence, and the effective management of daily office duties.

### **SEMINOLE STATE COLLEGE MISSION AND VALUES**

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Handles confidential information with tact and discretion.
- Coordinates and recruits volunteers within the Athletic Department.
- Monitors and coordinates fundraising resources and efforts with public and private organizations.
- Works with Academic Affairs and Student Affairs to establish effective new and current student relationships.
- Assists the Athletic Director with marketing, scheduling games, tournaments, and promoting all SSC intercollegiate athletic programs utilizing all athletic venues.
- Assists in creating and implementing marketing and promotion plans designed to optimize student, college community, alumni, and other communication with the Athletic Department and College. Marketing and promotion plans may include alumni database, media outlets, print, website, and social media.
- Creates individual marketing and promotion plans for each of the athletic programs, serving as the primary marketing contact for coaches.
- Assists with updating the SSC Athletics website which may include game statistics, pictures, team stories, and schedule changes.

### **OTHER DUTIES AND RESPONSIBILITIES**

- Actively participates in professional development.
- Assists with community events upon request.
- Some days, nights and weekend work are required.
- Other duties as assigned by supervisor.

## KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **Knowledge:** High School diploma required; Associate's degree highly desirable. Understanding of social media and digital media preferred. Successful candidates must possess a valid driver's license.
- **Skills:** Proficiency in personal computer and office machine use, including the ability to create and work with electronic spreadsheets, word processing programs and office copier/printer/fax machines. Effective organizational skills.
- **Abilities:** Excellent oral and written communication skills including accurate typing, good grammar, and spelling. Ability to proof-read and prepare error free final copies. Motivated and self-directed requiring minimal supervision; observe deadlines in a timely manner.

Applications will be accepted until the position is filled; however, **only candidates whose applications are received by June 14, 2024 are assured of receiving full consideration.** Benefits provided by the college include group health and dental insurance (vision coverage available to purchase). Employment is subject to successful completion of a background check. *The filling of this position is contingent on the budget.*

To apply, please attach letter of application, resume, copies of all academic transcripts, and three current names and phone numbers of professional references.

**Seminole State College  
ATTN: Human Resources  
P.O. Box 351  
Seminole, OK 74818**

**Email all documents to: [HR@sscok.edu](mailto:HR@sscok.edu)**

**or**

*SSC in an EEO employer committed to multicultural diversity.  
SSC participates in E-verify.*

**Posted June 11, 2024**