

TITLE: Athletic Department Office Manager
DEPARTMENT/DIVISION: Athletic Department
REPORTS TO: Athletic Director
CLASSIFICATION: Classified, part-time
SALARY: \$16.48/hour, up to 25 hours per week

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 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 practices 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

- Handle confidential information with tact and discretion.
- Organize game day management when needed.
- Coordinate and recruit volunteers within the Athletic Department.
- Monitor and coordinate fundraising resources and efforts with public and private organizations.
- Work with Academic Affairs and Student Affairs to establish effective new and current student relationships.
- Assist the Athletic Director with marketing, scheduling games, tournaments, and promoting all SSC intercollegiate athletic programs utilizing all athletic venues.
- Gather and record documentation for NJCAA compliance records.
- Assist 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.
- Coordinate with coaches to obtain receipts and documentation for travel and booster purchases.
- Create individual marketing and promotion plans for each of the athletic programs, serving as the primary marketing contact for coaches.
- Assist with updating the SSC Athletics website, which may include game statistics, pictures, team stories, and schedule changes.

OTHER DUTIES AND RESPONSIBILITIES

- Actively participate in professional development.
- Assist with community events upon request.
- Regular hours for this position are 8:00 AM – 1:00 PM, Monday through Friday; however, 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 machines; effective organizational skills.
- **Abilities:** Excellent oral and written communication skills including accurate typing, good grammar, and spelling. Ability to proofread and prepare error free final copies. Motivated and self-directed requiring minimal supervision; observe deadlines in a timely manner.

For best consideration, applications should be received by **June 26, 2026**. Salary is \$16.48 per hour, up to 25 hours per week. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance. *This position is contingent upon the budget.*

To apply, please send letter of application or resume, copies of all academic transcripts, and three references to:

hr@sscok.edu

and/or

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

*SSC participates in E-verify.
Posted June 18, 2026*