



## Athletic Administrative Assistant - Join Us!

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**Are you organized, detail-oriented, and can manage multiple priorities with impeccable follow-through? Our rockstar athletic program needs more than great coaches and athletes—we need an Administrative Assistant MVP to keep us running at full speed - and it could be you!** St. Marcus is one of the highest-performing elementary schools in Milwaukee, serving urban youth. We serve over 1,200 (K3-8th grade) scholars with a 4-star, high-quality, Christian education and an athletic department that has celebrated top 3 finishes in the National tournaments the past two years. Visit our website to learn more - <https://www.stmarcus.org/>.

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### POSITION SUMMARY:

The Athletic Administrative Assistant works closely with the Athletic Director and is responsible for providing comprehensive administrative and clerical support to the athletic department. This role involves managing records, scheduling, communication, and financial tasks, ensuring the smooth operation of the athletic program.

**REPORTS TO:** Athletic Director

**SUPERVISES:** n/a

**JOB TYPE/FLSA:** Part-Time / Year Round / Hourly Non-Exempt

**HOURS:** Varied as needed to support athletic program. Evenings and weekends as needed

**LOCATION:** Hybrid - Mostly remote with periodic in-person duties

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### MINIMUM QUALIFICATIONS:

- High School diploma
- Bachelor's degree or progress toward one is preferred
- Experience in athletic administration is highly desirable
- High level of proficiency in Google Suite, especially Docs and Sheets, and Microsoft Office suite
- Alignment with St. Marcus Core Values - Christ First, Biblical Discipleship, Sacrificial Love, and Radical Expectations
- Required criminal history background check, and proof of U.S. citizenship or legal resident alien status

### POSITION COMPETENCIES:

- Excellent organizational skills
  - High attention to detail
  - Strong ability to manage multiple tasks efficiently with impeccable follow-through
  - Excellent communication and interpersonal skills
  - Time Management
  - Communication skills
  - Adaptability and Flexibility
  - Service Mindset
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## **ESSENTIAL DUTIES and RESPONSIBILITIES:**

In collaboration with the Athletics Director:

- Maintain accurate records for student-athletes
  - Manage clerical tasks such as email, phone, and in-person communication, updating programs, and distributing policies.
  - Coordinate transportation and logistics for athletic events.
  - Assist with scheduling, reserving, and preparing facilities for practices and events.
  - Assist in the organization and execution of budgeting for athletic department events
  - Maintain up-to-date records and documentation for compliance with LAA and state regulations.
  - Aided the athletics director in equipment and supply management.
  - Assist with uniforms, equipment, and team apparel management.
  - Serve as a liaison between the athletic department and faculty/staff to ensure effective communication and coordination.
  - Create and maintain athletic department documents, including registrations, rosters, schedules, tournament entries, etc.
  - Compliance & Communication:
    - Ensure compliance with state regulations and LAA guidelines for student-athlete participation.
    - Develop and distribute written warnings about unsafe practices specific to each sport
    - Communicate eligibility, rosters, event details to school staff and parents
    - Assist with development of Emergency Response Plan for athletic events
  - Coordination with LAA:
    - Act as a liaison between St. Marcus Lutheran School and the LAA, fostering positive relationships with member schools.
    - Work within the LAA framework to ensure a cohesive approach to athletics.
    - Assist with the creation of league schedules for the sports sponsored by the league
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## **BENEFITS:**

This part-time position includes access to medical, dental, 403(b) plus match, PTO, paid holidays, tuition reimbursement, and much, much more.

St. Marcus offers health, vision, prescription, and retirement benefits to all employees who work 20 hours or more per week for 5 months or more in the year.

- Medical, vision, and prescription drug coverage.
- Long-term disability coverage.
- Group term life coverage
- Dental
- Health Reimbursement Account (when enrolled in the Health Plan) - 100% paid for by St. Marcus.
- 403b Retirement Plan with up to 2% matching, no vesting required, and deductions are pre-tax
- Free Before and Aftercare for school-aged children
- Free tuition for children of staff
- Tuition reimbursement for relevant & approved classes
- Paid Time Off
- 10 Paid holidays
- 12 weeks of Paid Maternity Leave
- 3 weeks of Paid Parental & Adoption Leave
- 4 weeks of Paid Medical Leave
- Opportunity to work in an organization with a standard of excellence, a growth mentality, and a supportive, collaborative, team-focused environment

## **SALARY:**

\$25.00 per hour

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**TO APPLY:**

Please send a resume and cover letter to [jobs@stmarcus.org](mailto:jobs@stmarcus.org).

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*St. Marcus is committed to a diverse and inclusive workplace as we hire excellent people from a variety of backgrounds.*