Coord, Bobcat Club

Job Code 00001120

General Description
Responsible for the daily operations of the Bobcat Athletic Foundation and coordinating special events.

Examples of Duties
Oversee annual membership drive to fundraise for the athletics department.
Coordinate special events, summer outreach programs and Junior Bobcat Club activities.
Organize meetings for the Bobcat Executive Committee and related activities.
Manage annual budget.
Coordinate telephone campaign to increase Bobcat Athletic Foundation membership.
Perform administrative operations for Bobcat Athletic Foundation.
Develop and order recognition gifts and premiums for foundation members.
Conduct raffle sales at special athletic and promotional events.

Knowledge, Skills, and Abilities
Knowledge of: word processing, spreadsheets, database, and presentation software; University policies and procedures.

Skill in: communicating with others and working as part of a team; prioritizing workload.

Ability to: use computer software; write e-mails, newsletter content and correspondence; read and understand sponsorship agreements, NCAA, and SLC manuals; compute basic math; assist in making presentations; prepare clear, concise reports, letters, and proposals.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements