

**Athletics Operations & Student Support Assistant (Temp,
PT)**

Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=260754>

Downloaded On: Oct. 10, 2025 8:45am

Posted Aug. 5, 2025, set to expire Dec. 2, 2025

Job Title Athletics Operations & Student Support Assistant
(Temp, PT)

Department NA

Institution Community College of Allegheny County
Pittsburgh, Pennsylvania

Date Posted Aug. 5, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Other Administrative Categories

Academic Field(s) Administration - Other

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Apply By Email

Job Description

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Athletics Operations & Student Support Assistant (Temp, PT)

Position Title: Athletics Operations & Student Support Assistant (Temp, PT)

Employment Type: Temporary Part-Time

Department: General Athletics

Campus: Boyce Campus

Additional Information: Must have reliable transportation, employee may travel to other campuses

Benefits:

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At CCAC, we take pride in offering an exceptional benefits package designed to support our employees' personal and professional well-being:

- **Comprehensive Health Coverage:** Access to an excellent health plan with a very low out-of-pocket expense network option.
- **Generous Time Off:** Enjoy a range of time-off benefits that are tailored to your position, along with a **four-day workweek in the summer** for an ideal work-life balance. These benefits vary and may include vacation, personal, sick, and holiday pay, as well as options like collegial coverage for faculty.
- **Retirement Planning:** Options include a **403(b) retirement plan with up to 10% employer match** or a **state-defined benefit pension**.
- **Financial Peace of Mind:** Employer-paid benefits include **group life insurance, short/long-term disability**, and access to **flexible spending accounts (FSAs)**.
- **Wellness Support:** Our **Employee Assistance Program (EAP)** is available for confidential support, with resources to address personal and professional challenges.
- **Educational Support:** Take advantage of **tuition waivers, tuition reimbursement, Public Service Loan Forgiveness (PSLF)** eligibility, and a variety of **professional development opportunities** to grow your career.
- **Exclusive Employee Perks & Rewards:** Save on theme parks, sporting events, electronics, and more!
- **Additional Advantages:** Free employee parking to make your commute easier.

Remote Work Option: Fully In-Person (May be subject to change)

Work Hours: Monday - Friday 12:00pm- 5:00pm. Hours, including evening and weekend hours, may be needed to meet the needs of the department.

Job Category: Administrators

Job Open Date: 8/1/2025

Job Close Date:

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Requirements:

- High school diploma or GED required; associate's or bachelor's degree preferred (especially in sports management, education, or administration).
- Experience in athletics administration, team logistics, or student support services preferred.
- Strong organizational and time-management skills.
- Attention to detail and ability to manage multiple tasks at once.
- Familiarity with student information systems (e.g., Navigate 360) a plus.
- Professional communication skills and ability to interact with coaches, students, and vendors.
- Ability to work flexible hours, including evenings and weekends.
- Must be able to travel between campus locations and off-campus events; valid driver's license required.
- Commitment to the mission of community colleges and the success of diverse student populations.

Duties:

Position Summary:

The Part-Time Athletics Operations & Student Support Assistant will play a key role in the day-to-day operations of CCAC's Athletics Department. This position is responsible for coordinating travel and payment logistics, maintaining eligibility documentation, communicating with opposing teams, and supporting student-athletes through study hall monitoring and academic progress tracking. The ideal candidate will be organized, detail-oriented, and committed to student-athlete success.

Primary Responsibilities:

1. Coordinate team travel, including hotel bookings, bus scheduling, and related logistics.
2. Process payments for officials and submit vouchers/invoices in a timely manner.
3. Support student-athlete eligibility checks and maintain audit-ready compliance files.
4. Contact opposing teams to confirm game dates, times, and site logistics.
5. Monitor student-athlete grades and alerts via Navigate 360; follow up to ensure academic support.
6. Help manage and monitor study halls and academic success initiatives.
7. Assist with game day logistics and event preparation.
8. Maintain internal department documents, schedules, and communication tools.

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9. Support Athletics Department email management and timely response to external inquiries.
10. Work with coaches to ensure required forms and rosters are up to date and properly submitted.
11. Drive between campuses and to external venues when needed.
12. Other duties as assigned related to athletic operations and student success.

Clearances: Current criminal record/child abuse clearances will be required if offered the position and to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances, which are available [here](#).

To view the full job posting and apply for this position, go to:
<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=1779>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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