

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

Community College of Allegheny County

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

Downloaded On: Aug. 6, 2025 10:59am

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

Apply Online Here <https://apptrkr.com/6441850>

Apply By Email

Job Description

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Athletics Operations & Student Support Assistant (Temp, PT)

Position Title: Athletic Operations Student Support Assistant

Employment Type: Temporary Part-Time

Department: Athletics

Campus: Boyce

Additional Information:

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Benefits: N/A

Remote Work Option: Fully In-person

Work Hours: 12:00pm - 5:00pm

Salary Grade: 12

Job Category: Administrator

Job Slot: N/A

Job Open Date: 7/21/25

Job Close Date: Open until filled

General 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.

Requirements: High School Diploma

Duties: Assist the Athletic Department

Clearances: Current criminal record/child abuse clearances will be required if offered the position and in order 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.

To view the full job posting and apply for this position, go to:

<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=1779>

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Contact Information

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

Contact

NA

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