



Fremont Public Schools
Administration

450 E. Pine Street
Fremont, MI 49412
Phone: (231) 924-2350
Fax: (231) 924-5264

Fremont High School Administrative Assistant to Athletic Director
2025-2026 School Year

Posting date: March 26, 2025

Deadline date: April 18, 2025

Job Summary: The Administrative Assistant will work with the Athletic Director to ensure the smooth operation of the athletic program. Working hours may vary and will include some evenings

QUALIFICATIONS:

- Two years of post-secondary training and/or appropriate secretarial experience
- Prior experience managing an office/front desk, computer, typing and general office skills
- Proficient with Google Workspace – Docs, Sheets, Slides, Forms or equivalent
- Ability to handle a variety of students' needs
- Excellent written and verbal communication skills and organizational skills
- Exceptional interpersonal skills
- Ability to complete tasks in a timely fashion
- Confidentiality

RESPONSIBILITIES (including but not limited to):

- Audits MHSAA eligibility based on district/state criteria and tracks athlete eligibility data using PowerSchool
- Manages athletic rosters, schedules, and maps; orders athletic letters, certificates, pins, and other materials for athletic awards banquets
- Assist in maintaining the athletic department's social media account and website
- Works with Athletic Director to arrange for, verify, and pay officials that work at athletic events via the ARBITER Sports system
- Communicates with coaches and Athletic Director to schedule, reschedule, or confirm athletic events.
- Reserves fields and gymnasiums.
- Help manage and facilitate large athletic events
- Make arrangements for accommodations for overnight athletic trips.
- Arranges for event workers for home athletic events each season.
- Make arrangements for transportation to and from athletic events
- Set up cash boxes for events, make deposits, and process department and team invoices
- Track student records for all athletes including attendance and academic reports.
- Maintain accurate compliance of athletic paperwork

APPLICATIONS: Submit written letter of application and resume to:

Dave Walls, Athletic Director

Fremont High School

5421 S Warner Ave

Fremont, MI 49412

Or by email: dwalls@fremont.net

Approved by: *Brad Reyburn, Superintendent*

Date: March 26, 2025