

Administrative Assistant 3 - Fitness, Wellness and
Athletics
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=252793>

Downloaded On: Feb. 22, 2025 7:04pm

Posted Feb. 6, 2025, set to expire Jul. 11, 2025

Job Title	Administrative Assistant 3 - Fitness, Wellness and Athletics
Department	
Institution	Truckee Meadows Community College Reno, Nevada
Date Posted	Feb. 6, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Athletics and Recreation Services Administrative Support/Services
Apply Online Here	https://apptrkr.com/5982403
Apply By Email	
Job Description	

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Administrative Assistant 3 - Fitness, Wellness and Athletics

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or humanresources@tmcc.edu.

Job Description

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Truckee Meadows Community College (TMCC) is seeking an Administrative Assistant 3 to join our Fitness, Wellness, and Athletics team. This role will assist the Director of Fitness, Wellness and Athletics with managerial duties in planning, project management, reporting, budget, travel, scheduling, perform daily operational activities and clerical support. The Administrative Assistant 3 performs diverse, responsible, and complex functions with minimal supervision that require initiative, the frequent exercise of independent judgment, and a thorough understanding of college policies, procedures and operations in addition to NJCAA, NSHE, Scenic West Athletic Conference policies and procedures. The following sections outline the primary duties of the position:

Administrative Support: Fitness, Wellness and Athletics

Maintain Director's and department's schedules. Act as liaison for Director and arrange/attend meetings as requested or deemed necessary. Take notes and give an accurate summary of meetings when requested. Solve daily issues/problems and make decisions using good judgement and by applying knowledge of Division, TMCC, Sports and Fitness Center, NSHE, NJCAA and State of Nevada Policies and Procedures. Assist in maintaining the TMCC Lizard's website and email accounts.

Office Management: Fitness, Wellness and Athletics

Oversees reception function, plans and organizes daily operational activities, ensure efficient workflow, answers telephones, takes messages as needed, triages problems, complaints and questions. Manages, organizes and administers operations of the office including providing information and answering questions for internal and external persons. Keeps the Director informed of situations as necessary. Procures and maintains office and sports equipment and supplies using appropriate processes.

Budget/Human Resources: Fitness, Wellness and Athletics

Tracking of expenditures and revenue for TMCC Fitness, Wellness and Athletics. Monitors, maintains, identifies potential shortfalls, develops requests to augment or recommend alternative remedies, reconciles, prepares and submits a variety of Workday financial processes for the Fitness, Wellness and Athletics budgets (e.g. PCard statements, requisitions, purchase order processing). Management of all department records including NJCAA, SWAC, NSHE, Human Resources, and Financial Services. Prepares and process contracts and hiring documents for student workers, LOAs, and guest speakers. If needed, supervises student workers. Assists with interviews and hiring of student workers and part-time employees for Fitness, Wellness and Athletics and provides training and guidance for them.

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Project Management: Fitness, Wellness and Athletics

Research, compile and tabulate relevant data for reports and projects as assigned by Director. Organize and coordinate Fitness, Wellness and Athletics, Health department and prospective student-athlete recruitment activities and parent engagement and orientation activities.

PER EXECUTIVE ORDER 2024-007

ALL MINIMUM QUALIFICATIONS HAVE BEEN WAIVED FOR THIS POSITION UNTIL JUNE 30, 2025. Please refer to the link for more information:

<https://gov.nv.gov/Newsroom/ExecOrders/Executive-Orders/> Incumbents possess a degree of knowledge and proficiency sufficient to perform advanced-level work and may provide work direction and training to others.

Required Qualifications

- This position requires graduation from high school or equivalent education and three ((3) years of progressively responsible relevant work experience which included experience in one or more of the following areas: maintenance of complex records and files; public/customer relations including explaining detailed policies, regulations and requirements; preparation and processing of financial and statistical documents such as payroll, travel, claims and budgeting forms; and assisting staff and management with projects and activities; **OR**
- One (1) year of experience as an Administrative Assistant II in Nevada State service; **OR**
- An equivalent combination of education and experience as described above

Schedule

The typical work schedule is Monday through Friday from 8:00 am to 5:00 pm; occasional evening and/or weekend hours, this is subject to change based on organizational needs.

Compensation Grade

Grade 27 (Step 01, \$22.13/hr)

To view the classified compensation schedules, please visit: [Classified Compensation](#). Select Salary schedule, PP01. In classified service, salary is in Grade and Step. The Grade is determined when the position was created. Salary placement above a Step 01 at initial appointment is determined based on

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the recruitment, the candidate's qualifications, internal equity and budgets. A request to accelerate salary must be approved by Human Resources and abide by the Nevada Administrative Code.

The Perks of PERS!

Employees are enrolled in The Public Employees' Retirement System of Nevada (PERS) upon hire. For information on contribution rates, please visit: [NV PERS Contribution Rates](#).

Please visit the Benefit Estimator [Retirement Calculator](#) for more information.

Perks of Working at TMCC!

- Health insurance options including dental and vision -[Health Insurance](#)
- 17.5% retirement match in PERS, 10 hours of annual and 10 hours of sick accrued each month, 12 paid holidays.
- Life insurance, generous annual and sick leave -[Classified Benefits](#)
- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- [ComPsych](#) supports employees through life's difficult moments.
- [Free parking](#) on all TMCC campus locations.
- No State income tax.
- All full-time faculty and staff are provided with a variety of [discounts and employee purchase programs](#).
- [Classified Grant-in-Aid](#): TMCC encourages employees to pursue training and educational opportunities available to them through the Nevada System of Higher Education Institutions. Tuition is paid in full when Classified employees enroll in a course that can apply toward the completion of a degree or is job-related.
- [Classified Registration Fee Reduction Program](#): The College offers this program for spouses, domestic partners, and dependents of Classified employees (working at least 53%). The Classified Registration Fee Reduction Program may be used for undergraduate courses through TMCC.

Exempt

No

Full-Time Equivalent

100.0%



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Required Attachment(s)

Please note, once you submit your application the only attachment/s viewable to you will be the attachment/s to the resume/CV section of the application. Any additional required attachment/s to the cover letter, references, additional documents sections of the application, will not be viewable to you after you submit your application. All uploaded attachment/s will be on the application for the committee to review. To request updates to attachments, prior to the committee review of applications, please contact the candidate helpdesk at jobs@unr.edu.

Attach the following attachment(s) to your application

Resume/CV- (required) List a detailed description of the major duties that you performed as part of each job. You must demonstrate that you qualify for the position and your education and experience must be clearly documented.

Cover Letter - (optional)

Contact Information for Three Supervisory References- (required) Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.

Transcripts- (optional) If you have not graduated, please attach your transcripts to receive education credit for classes you have taken. Credit is given for classes relevant to the position.

Veteran Interview Consideration- (optional) - To receive interview consideration for veterans and veterans with a service-connected disability, proof is required at the time of application. Please attach proof electronically to your application under the Veteran Document(s) section. (Examples of acceptable documents include DD-214, disability letter from Veteran's Administration, etc).

This posting is open until filled

Qualified individuals are encouraged to apply immediately. Lists of eligible candidates will be established and hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of applications are received or a hiring decision has been made.

Posting Close Date

Note to Applicant

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Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Schedules are subject to change based on organizational needs.

To apply, visit https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Truckee-Meadows-Community-College---Dandini-Campus/Administrative-Assistant-3---Fitness--Wellness-and-Athletics_R0146144

Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCCs five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000 students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.

A vital leader in the New Nevada's growing economy, TMCC is located near the beautiful Sierra Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to www.tmcc.edu or view our virtual tour at tour.tmcc.edu.

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a persons age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic



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information, national origin, race, or religion.

Contact Information

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

Contact

N/A

Truckee Meadows Community College

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