



ST. AGNES
ACADEMY
for GIRLS

ST. DOMINIC
SCHOOL
for BOYS

The Dominican
COMMUNITY *of* SCHOOLS

Job Title: Athletics Administrative Assistant

Department: Athletic Dept.

Contract Period: 11 Months

Reports to: Athletic Director

Job Summary:

This part-time position plays a vital role in the St. Agnes Academy-St. Dominic School Athletic Department by providing administrative support. This position ensures the smooth operation of the athletic office, providing support to coaches, students, and families.

Essential Duties and Responsibilities:

- Serves as the primary administrative support for the Athletic Office
- Works with the Business Office to ensure timely payment of bills and manage the Purchase Order and Check Request process
- Maintains rosters and schedules for TSSAA compliance and PE credits
- Maintains athletic calendar of events
- Fields inquiries from parents, coaches, and staff regarding athletic participation, registration, and requirements
- Manages the school's online athletics registration site
- Assists in setting up team stores for SAA-SDS branded athletic gear
- Coordinates with vendors to order equipment, uniforms, and supplies and ensures timely payment
- Provides logistical support for team travel, event planning, and TSSAA compliance
- Assists in managing game day operations including field/facility preparation, cleanliness, equipment set-up, and recruiting game day volunteers.
- Assists in managing athletic uniform inventory, distribution, and collection
- Collaborates with staff, coaches, and families to coordinate special events such as Senior Nights, College Signings, and Athletic Awards Ceremonies
- Supports the planning and execution of tournaments and hosted events, including the Turkey Shoot Basketball Tournament
- Assists in managing social media pages
- Ensures branding guidelines are consistent across all platforms and published materials
- Designs promotional materials for events, fundraisers, and athletic initiatives
- Captures and archives photos and videos from games and practices for marketing and historical purposes
- Some remote work possible
- Performs other duties as required

Additional Expectations:

- Be a positive and collaborative team member who contributes toward the best interest of the student-athletes and the school
- Build strong relationships with students, parents, and colleagues
- Establish and uphold expectations that support student-athletes in their development
- Be open to feedback and committed to professional growth
- Engage in professional learning, including attending department meetings
- Support school policies and the teachings of the Catholic Church in word and actions
- Uphold the school's Four Pillars of Prayer, Study, Community, and Service

Qualifications:

- Strong administrative, organizational, and communication skills
- Proficiency with Google Workspace, Microsoft Office, TeamSnap, and media management platforms preferred
- Experience with social media platforms, Canva, Gipper, or similar tools preferred
- Familiarity with athletics operations preferred

The ideal candidate is energetic, people-oriented, and excited about the opportunity to work collaboratively in an inclusive, values-based, Catholic, independent school community.

Click [HERE](#) to submit an application and upload a resume and cover letter.

St. Agnes Academy-St. Dominic School is a Catholic, independent PK2–12 school in Memphis inspired by the Dominican pillars of Study, Prayer, Community, and Service. We prioritize all relationships while preparing students for their future. Our innovative and caring faculty is committed to growing well-balanced students—mind, body, and spirit—in a supportive faith-filled environment.

St. Agnes Academy – St. Dominic School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.