SIMPSON COLLEGE
Full-time Administrative Assistant to the Athletic Director

Simpson College seeks a Full-time Athletic Director Administrative Assistant for the Athletic Department. This individual must have thorough knowledge and experience with the daily operation of an athletic department to include invoice processing, business office knowledge, budgeting experience, ability to supervise students and the ability to work in a fast-paced environment. The assistant must have a working knowledge for the day-to-day operation of athletics programs designed to meet all NCAA, American Rivers Conference and Simpson College rules and regulations. The position also requires a flexible schedule to attend weekend and evening events.

Interested candidates should submit a cover letter, resume and contact information for three professional references to: Director of Human Resources, Simpson College, 701 North C Street, Indianola, IA 50125, or by e-mail to employment@simpson.edu Review of applications will begin immediately and continue until the position is filled.

Simpson College does not unlawfully discriminate and aims to employ persons of various backgrounds and experiences to help constitute a diverse community. Visit www.simpson.edu for further information about Simpson College. It is the policy and practice of Simpson College to provide equal educational and employment opportunities for all. We specifically encourage applications from women, minorities, persons with disabilities and individuals who are bilingual (Spanish). The entire Simpson College Notice of Non-Discrimination can be found at: http://simpson.edu/employment-opportunities