



# El Camino College

## Athletic Specialist



### ABOUT THE ROLE

Under general supervision of the Director of Kinesiology and Athletics, performs a variety of duties in the service of student-athletes involved in intercollegiate athletics, such as, coordinating, directing, implementing the programs and service provided by the department, and to perform other related duties as may be required in the operation of athletics.

### ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

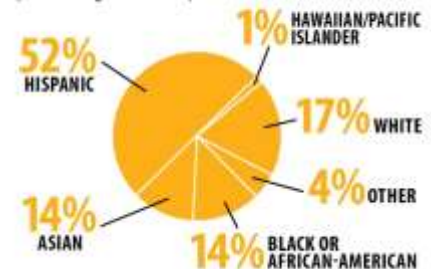
With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

### MISSION STATEMENT

*El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.*

### STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



## ATHLETIC SPECIALIST

**Division:** Kinesiology, Athletics & Public Safety

**Posting Closing Date:** 6/29/2026

**Req:** C2526-048

**Location:** El Camino College

**Position Type:** Classified

### REPRESENTATIVE DUTIES

Determine athletic eligibility, request athletic medical information and explain and submit insurance claims for intercollegiate competition.

Collect data and work with trainers regarding insurance claims and coaches regarding athletic eligibility.

Assist coaches in the organization of special events, awards and others.

Maintain lists and files as directed, including athletes' class schedules, team records, alumni names and addresses, hall of fame members and insurance claims.

Monitor and oversee California Community Colleges Athletic Association (CCCAA) compliance for intercollegiate athletics.

Assist in the processing of athletic department volunteers in accordance with district policies and procedures and CCCAA bylaws.

Assist and implement CCCAA rules education for athletic department.

Research and provide interpretation of conference, state and national rules as they relate to athletic eligibility.

Maintain currency of knowledge in district policies and procedures as well as conference, state and CCCAA bylaws.

Assist with the onboarding of student athletes in areas such as, orientation, eligibility and program compliance.

Provide assistance to the athletic director in the coverage of various athletic events within the athletic department.

Oversee and assist in management of officials, scheduling and payment.

Assist coaches and Director of Kinesiology and Athletics in the preparation of athletic department camps.

Maintain and record account expenditures and maintain budgetary ledgers, including lodging, insurance claims, fund-raising events, publicity, ticket sales and regional and state championship competition. Communicate with coaches and provide information to the Director of Kinesiology and Athletics as requested.

Monitor athletic accident and injury reports; review status of individual claims and total losses and tracks claims handling through closure of each case.

Assist with on and off campus athletic events by arranging for facilities and transportation for other personnel as required, including scheduling of vans, cars, buses, drivers and airline reservations.

Provide priority registration schedules for athletes.

Perform related duties as assigned.

### JOB QUALIFICATIONS

#### Education and Experience:

Completion of two years of college, which include four semesters of related physical education course work. Experience may be substituted for the required two years of college. One year of college and one year of athletic programs experience working with athletic programs preferred.

### DESIRABLE QUALIFICATIONS

Experience communicating effectively with students.

## OTHER DESIRED QUALIFICATIONS

### Knowledge/Areas of Expertise:

An athletic program, its functions and operations.  
Community college athletic eligibility.  
Budgeting, purchasing, and scheduling.  
Medical billing.  
English usage, spelling, grammar, and punctuation.  
Modern office practices and record keeping procedures.  
A wide variety of athletic equipment and its application.  
Computer, word processing and spread sheet software applications.

### Abilities/Skills:

Work independently on a variety of assignments requiring para-professional and sometimes professional skills.  
Assist with the management tasks of an athletic program.  
Operate computer for maintaining eligibility, insurance and other necessary data to be recorded.  
Operate mainframe computer terminal and personal computer, calculator, copier, etc.  
Establish and maintain cooperative and effective working relationships with others.

## WORKING CONDITIONS

Office environment.  
Hand and finger dexterity to handle various office equipment.  
Frequently moves from one area to another.  
Standing and sitting for prolonged periods of time.  
Work with a computer for prolonged periods of time.  
Interact with a variety of individuals.

## CLOSING DATE: MONDAY, JUNE 29, 2026 AT 3:00 P.M.

**SALARY: Starting salary is \$5,307 per month.** Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$6,801 monthly).

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

## CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month classified position subject to a probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Working hours will be in-person, Monday through Friday 8:00 a.m. until 5:00 p.m. Schedule may vary to include hours outside of the normal work schedule and weekends depending on operational need.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

## ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](http://www.maxient.com)

## BENEFIT HIGHLIGHTS

### Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

### Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely. Rather than State Disability Insurance.

### Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

### Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

## TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Résumé including educational background, professional experience, and related personal development and accomplishments.
3. Pertinent transcripts (PDF format only) as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable) Multiple page transcripts must be loaded as ONE PDF document.

**Foreign Transcripts:** Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <https://www.ctc.ca.gov/aspiring-educators/transcripts/foreign-transcript-eval/>

**IMPORTANT NOTE:** Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday or by email at [hr@elcamino.edu](mailto:hr@elcamino.edu).

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

**FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:**

**El Camino College**

**HR Service Partner**

Martha E. Lopez

310-660-3593, Ext. 5809

[melopez@elcamino.edu](mailto:melopez@elcamino.edu)

16007 Crenshaw Boulevard

Torrance, CA 90506

**JEANNE CLERY ACT COMPLIANT**

*In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the [Police Department](#) and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.*

**EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

*The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.*