

Athletics Business Assistant

La Salle University Athletics Department invites applications for the position of Athletics Business Assistant. This full-time, 12 month position will assist with the coordination and implementation of the overall Athletics business program and reports directly to the Athletics Director. Specific duties include, but are not limited to, daily business office duties, processing accounts payables, invoices, and student payroll, and assisting in preparing projections for budget forecasting and NCAA financial statements/management reports.

Bachelor's degree, preferably in business management or accounting, or related work experience required. Also required are excellent organizational/ communication/interpersonal skills, proficiency in appropriate computer software, and highly effective management experience in athletics administration.

Business accounting experience preferred.

Send letter of interest, résumé, and references to the following:

John Lyons

Sr. Associate Director of Athletics

La Salle University

1900 W. Olney Ave.

Philadelphia, PA 19141

Fax: 215.951.5127

