

Administrative Assistant Job Description



- Assistant to Assistant Commissioner Robert Faulkens

Duties & Responsibilities:

- Administering the sports of Unified Flag Football, Football, Wrestling, and Baseball
- Support the Director of Tournaments in the overall administration of state tournaments
- Correspond with licensed officials throughout the year
 - Communicate and confirm tournament eligibility requirements
 - Assist with technology questions
 - Maintain accurate tournament histories
- Service to over 400 member schools
 - Timely communication with participating schools and tournament hosts
 - Transmission and receipt of accurate school information, data, and materials
- Service to the general public
 - Assisting with answering the office phone
 - Screen calls for Executive Staff members
- Assure member-compliance with all rules and regulations of the association

Requirements:

- Bachelor's degree
- Knowledge of Interscholastic athletics
- Strong written skills
- Exemplary verbal communicator
- Superior interpersonal skills
- Knowledge of Microsoft office, Google Docs, and simple technology skills
- Excellent teamwork skills
- Must be able to work weekends during each contest season
- Self-motivated and organized
- Professionalism

Benefits:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Paid time off

Application deadline: Monday, March 20th, 2023

Send resume to Ashley Ernstberger – aernstberger@ihsaa.org