**Administrative Assistant Job Description**

* Assistant to 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: Wednesday, March 23rd

Send resume to Ashley Ernstberger – aernstberger@ihsaa.org