



INDIANA HIGH SCHOOL ATHLETIC ASSOCIATION, INC.  
9150 N. Meridian Street, P.O. Box 40650,  
Indianapolis, IN 46240-0650  
317.846.6601 | [www.ihsaa.org](http://www.ihsaa.org) | @IHSAA1

#### EXECUTIVE STAFF

Bobby Cox  
Commissioner

Robert Faulkens  
Assistant Commissioner

Chris Kaufman  
Assistant Commissioner

Paul Neidig  
Assistant Commissioner

Kerrie Schludecker  
Assistant Commissioner

Sandra Walter  
Assistant Commissioner

Robert Baker  
General Counsel

Luke Morehead  
Technology Director

Heath Shanahan  
Dir. of Broadcast Operations

Jason Wille  
Sports Information Director

Matt Wolfert  
Foundation President

#### EXECUTIVE COMMITTEE

Matt Martin (Chairman)  
Knightstown

Nathan Dean (Vice-Chairman)  
Jintown

Stacy Adams  
Valparaiso

David Amor  
LaCrosse

Jim Brown  
Fishers

Martin Brown  
North Vermillion

Victor Bush  
MSD Lawrence Township

Chris Conley  
Delta

Jeff Doyle  
Barr-Reeve

Brent Duncan  
Connersville

Chad Gilbert  
Charlestown

Ed Gilliland  
LaPorte

Tim Grove  
South Knox School Corporation

Patti McCormack  
Lowell

John Steinhilber  
Hebron

Brian Strong  
Logansport

Mike Whitten  
Boonville

Rae Woolpy  
Richmond

Dave Worland  
Indianapolis Cathedral

## 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: Monday, July 20, 2020

Send resume to Robert Faulkens - [rfaulkens@ihsaa.org](mailto:rfaulkens@ihsaa.org)