



Missouri State High School Activities Association

P.O. Box 1328, Columbia, MO 65205-1328; Phone - (573) 875-4880; Email - email@mshsaa.org

ATTENTION SCHOOL ADMINISTRATORS, COACHES & DIRECTORS: MSHSAA EXECUTIVE STAFF POSITION OPENINGS

The MSHSAA Board of Directors hereby announces position openings on the MSHSAA Executive Staff.

Your assistance is appreciated to circulate the enclosed job descriptions to individuals who may be interested in one of the positions. Please post a copy so staff members may view. Feel free to pass on to other interested individuals.

There will be three positions posted: Associate Executive Director, Assistant Executive Director, and Coordinator for Sports and Activities.

The general responsibilities of all three positions will be the administration and oversight of multiple activity and/or athletic programs, special projects and other specific assignments. The Associate Executive Director position will carry greater responsibility for by-law interpretations, membership engagement in the governance process, and policy. The Assistant Executive Director will focus on specific sport and activity rule interpretations and membership support. The position of Coordinator for Sports and Activities will specialize in championships while growing their expertise in the association's mission and values. Assignments of specific activities and sports will be dependent upon experience, expertise and determination of staffing needs by the executive director, but could be comprised of any of the sports and activities offered by MSHSAA. Specific expertise is sought in the areas of **music**, **officiating**, and **wrestling**.

Applications are now being accepted through January 17, 2022. Interested persons who would like to learn more should contact Dr. Jennifer Rukstad, Executive Director, MSHSAA, P.O. Box 1328, Columbia, MO 65205-1328, telephone 573-875- 4880 or by email at jennifer@mshsaa.org.

Thank you for your willingness to promote these job postings.

Enc.