



# **JOB APPLICATION PACKET:**

Position Opening:

## **EXECUTIVE ASSISTANT – CHAMPIONSHIPS**

### Required Application Materials:

1. Letter of Application
2. Full Resume
3. Completed [MSHSAA Application for Employment](#)
4. Official College Transcript (if applicable)

Please return by mail or in person to: MSHSAA Office – Championship Assistant Position  
Opening Attn: Toni Hill, 1 N. Keene St., P.O. Box 1328, Columbia, MO 65205-1328

## **JOB DESCRIPTION**

### **Executive Assistant - Championships**

**Job Summary:** The selected applicant will be involved in all aspects of providing secretarial and administrative assistance to a member of our executive staff. Responsibilities will include general correspondence and reports, preparation and mailing of packets, preparation of manuals, assisting supervisor with preparations for event championships, working with school personnel via telephone, assisting at State Championship events and other duties as assigned.

#### **Examples of Work Performed:**

- Communication - Answer questions from school administrators, officials, board members, and advisory committee members. Assist receptionist in greeting visitors and answering and directing phone calls.
- Organization – Prepare school mailings for assigned activities. Prepare information packets for event managers and advisory committees. Maintain a variety of records and files both online and hard copy.
- Correspondence – Accurately type correspondence, memos, reports, minutes of meetings and written rough drafts.
- Championship Events – Attendance at championship events and assist with setup and coordination of championship event; work in conjunction with staff on site.

#### **Educational Requirements and Desired Qualifications:**

- High School Diploma **required**; Bachelor's degree and/or a minimum of five years' experience **preferred** in education, business, recreation, sports management or related field.
- This position will require daily computer operations in Microsoft Word, Excel, PowerPoint, and on the MSHSAA Website.
- This position will require a sincere team attitude, strong verbal and written communications skills, broad knowledge of proper grammatical usage, strong keyboard skills, and strong interpersonal abilities.
- This position requires strong organizational and time management skills, as well as the ability to work on several projects concurrently and the ability to cope with unforeseen circumstances.

**Work Schedule:** 35 hours per week; some overtime and weekend event assignments will be required.

**Salary Range:** \$32,000 to \$45,000 commensurate with qualifications and experience.

#### **Benefits Include:**

- Board paid health insurance, employee assistance program, long-term care insurance and group life insurance
- Social security and supplemental 401k retirement plan.
- 10 working days paid vacation during the first 5 years and 15 days thereafter.
- Sick leave of 12 days per year, accumulative to 120 days.
- Cafeteria Plan/Flexible Spending Account available

The MSHSAA is an Equal Opportunity Employer and does not discriminate on the basis of sex, creed, color, national origin, disability, or age. All persons are encouraged to apply.