



Position Opening: MSHSAA Executive Director

JOB APPLICATION PACKET

Required Application Materials:

1. Letter of Application
2. Full Resume
3. Three Letters of Recommendation
4. Completed MSHSAA “Application for Employment”
([Link to website](#))
5. Official College/Graduate Program Transcript(s)



Missouri State High School Activities Association

1 N. Keene Street, Columbia, MO 65201 ♦ P.O. Box 1328, Columbia, MO 65205

Phone (573) 875-4880 ♦ email@mshsaa.org

♦ www.mshsaa.org ♦

Dr. Kerwin Urhahn, Executive Director

Stacy Schroeder, Associate Executive Director

Davine Davis, Assistant Executive Director Doug Fessler, Assistant Executive Director Craig Long, Chief Financial Officer Lou Mazzocco, Assistant Executive Director
Marty M. Marsh, Assistant Executive Director Kenny Seifert, Assistant Executive Director Greg Stahl, Assistant Executive Director Jason West, Communications Director

ATTENTION: POSITION OPENING

The MSHSAA Board of Directors hereby announces a position opening for Executive Director.

Your assistance will be appreciated to circulate the enclosed job description to individuals who may be interested in and qualified for the position. Please pass this information on to your staff and/or other interested and qualified individuals. This information is also available on the MSHSAA web site, www.mshsaa.org.

Qualifications set for the position are a minimum of a Master's Degree, Education or Administration preferred, minimum of 5 years of administrative experience, organized, strong computer skills, good experience with web sites, good writing skills, good finance skills and personnel supervision and evaluation. Benefits include health, life and long term care insurance, 401K, and sick/vacation leave.

The general responsibilities of this position will include: Interpretation of the MSHSAA Constitution, By-Laws and Activity Regulations; general administration of district and state series events, eligibility rulings and interpretations; process transfers, preparation of budget and oversight of all of financial matters and insurance; litigation and legislative communications; as well as planning and administrative oversight of all phases of the activities of the Association. The selected individual will serve as a representative of MSHSAA to superintendents, principals, advisory committees, activities/athletic directors and coaches/sponsors in the administration of the interscholastic activities program, and will work with the Board of Directors and Appeals Committee. More information is listed in the job description attached.

The successful candidate should be able to demonstrate a high level of leadership skills in the management of education-based athletics. MSHSAA responsibilities will require knowledge of current trends in secondary education and school leadership, as well as a grasp of Professional Development needs of school leaders and members of the MSHSAA staff.

Applications are now being accepted through **January 14, 2022**. Interested persons may contact Kerwin Urhahn, Executive Director, MSHSAA, P.O. Box 1328, Columbia, MO 65205-1328, telephone 573-875-4880 or by email at kerwin@mshsaa.org. This packet will serve to outline the requirements for applicants.

Thank you for your cooperation in posting this job opening.

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POSITION OPENING & JOB DESCRIPTION: MSHSAA EXECUTIVE DIRECTOR

1. **Job Description**

- a. Interpret MSHSAA Constitution, By-Laws and activity regulations; provide eligibility rulings and interpretations, including processing and ruling on transfers.
- b. Provide oversight and direction for all district and state series events and contests.
- c. Oversee preparation of annual budget and supervise financial and insurance matters.
- d. Serve as liaison for litigation and legislative communications.
- e. Serve as a representative of the MSHSAA to superintendents, principals, advisory committees, activities/athletic directors and coaches/sponsors in the administration of the interscholastic activities program.
- f. Supervise staff and provide annual evaluations.
- g. Serve as liaison to Board of Directors and Appeals Committee.
- h. Communicate and promote the value of interscholastic participation, sportsmanship and mission of MSHSAA on behalf of the member schools to membership and the public.

2. **General Qualifications and Qualities**

- a. Master's degree required (education/administration preferred); minimum 5 years of administrative experience.
- b. Experience in interscholastic activities as an administrator, activities director or comparable position.
- c. Demonstrated leadership and administrative success in previous professional position(s).
- d. Outstanding speaking, writing, and listening skills; ability to develop and maintain satisfactory relations with school personnel, news media and the public at all levels.
- e. Attentive to details, well-organized, with the ability to lead both independently and collaboratively. Ability to advance work on many tasks at one time.
- f. Ability to lead and manage an established work team with a positive staff culture. Ability to model behaviors/expectations for others to follow; good judgment, tact, integrity, courage, energy, sensitivity, and ability to cope with unforeseen situations.
- g. Knowledge of office procedures, good skills in evaluating and supervising office personnel.
- h. Ability to organize and work with others, and to unite diverse groups.
- i. Proven leadership skills including the ability to: foresee needs and define a vision for the organization and its programs; (2) define tactics and strategies to implement the vision; and (3) to persuade others to commit to the success of the vision and organizational goals.
- j. Ability to promote, defend and uphold policy decisions. Knowledge of school law preferred.
- k. Expertise in budget development, finance and management, as well as personnel management.
- l. Expertise in areas of technology sufficient to provide staff leadership in this area.
- m. The position requires evenings, weekends, and travel. The executive director is readily available at all times should developments require his/her intervention or leadership.

3. **Employment:** MSHSAA is an Equal Opportunity Employer.

- a. Starting date for position is June 26, 2022. (Date may be negotiated.)

4. **Time Line for Completing Employment Process**

- a. January 14, 2022 - Deadline for applications
- b. March 1, 2022 - Selection completed
- c. June 26, 2022 - Employment begins (Date may be negotiated)

5. **Salary/Benefits**

- a. Minimum Annual Salary of \$150,000; commensurate with experience and MSHSAA salary structure
- b. Health Insurance; Term Life Insurance; Long Term Care Insurance
- c. 401K and Flexible Spending Account (FSA)
- d. Paid sick leave, personal leave and vacation leave.

6. **Applications** - Candidates should submit the following by January 14, 2022, to **Kerwin Urhahn, Executive Director, MSHSAA, P.O. Box 1328, Columbia, MO 65205-1328** or email at kerwin@mshsaa.org.

- a. A one-page letter explaining why you are interested in the position,
- b. A full resume,
- c. Three letters of recommendation,
- d. A completed MSHSAA Application Form (available on MSHSAA website/job openings),
- e. Educational Transcript(s) to cover all levels of education.