



JOB APPLICATION PACKET:

Position Opening:

MSHSAA Administrative Assistant

Required Application Materials:

1. Letter of Application
2. Full Resume w/ 3 Work References
3. Completed MSHSAA “Application for Employment”
4. Official College Transcript

POSITION DESCRIPTION

Administrative Assistant

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 - In accordance with office policy and procedures, answer routine questions from school administrators, board members, advisory committee members, officials, contest managers, and interested parties on matters relating to Association activities and procedures.
- 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.
- Participate in office-wide projects and assignments, such as mailings, school information input, assigned clean-up, etc.
- Maintain a positive work demeanor, and communicate in a manner conducive to positive customer, client, co-worker, and supervisor relations.
- Championship Events – Attendance at championship events and assist with setup and coordination of championship event; work in conjunction with staff on site.

Qualifications:

- Bachelor's Degree required.
- This position will require daily computer operations in Microsoft Word, Excel, PowerPoint, and on the MSHSAA Website.
- Ability to communicate accurately and effectively, in writing and orally, in person and on the telephone.
- 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.
- Ability to work effectively with support staff and executive staff, both individually and on group projects, and the ability to adapt to changing project needs or demands.
- 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.
- General good health preferred.

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

Salary Range: \$26,000 to \$31,000 commensurate with qualifications.

Benefits:

- Paid health insurance, life insurance, and long-term care insurance
- Flexible Spending Account available for dependent care and medical care
- 401k retirement plan
- Paid vacation and sick leave

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.

MSHSAA Contact: Stacy Schroeder, Associate Executive Director/HR

Phone: (573) 875-4880

Address: MSHSAA, P.O. Box 1328, Columbia, MO 65205-1328

Located at 1 N Keene St., Columbia

APPLICATION FOR EMPLOYMENT

Missouri State High School Activities Association

P.O. Box 1328, Columbia, MO 65205-1328; Phone - 573/875-4880; Fax 573/875-2379

Provide all information requested by printing CLEARLY in ink or by typing.

GENERAL INFORMATION

Name (Last)	(First)	(Middle)*	Date of Birth*
Address (Mailing Address)	(City)	(State)	(Zip)
E-Mail Address	What times would be the best times to reach you by telephone? List 3. 1) _____ 2) _____ 3) _____		
Where did you first hear about this job? <input type="checkbox"/> ZipRecruiter <input type="checkbox"/> MSHSAA website <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Other		<input type="checkbox"/> NCAA Marketplace <input type="checkbox"/> Indeed.com <input type="checkbox"/> Other	
		Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	

* Middle name and date of birth are required for background check

POSITION

For which posted position are you applying?	Will Accept:	
	<input type="checkbox"/> Part-Time	
	<input type="checkbox"/> Full-Time	
	<input type="checkbox"/> Temporary	
Are you able to perform the essential functions of the job you are applying for with reasonable accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Accommodations needed (please list if any are required):	Date Available	

EDUCATION AND TRAINING

Name of High School: _____ City/State: _____

High School Graduate? Yes No If no, list the highest grade completed: _____ Year of Graduation: _____

Interscholastic Activities in which you participated in HS: _____

Any special honors or recognition received: _____

College, Business School, Military, Post-Graduate Studies (if any) (Most recent first)

Name and Location	Dates Attended Month/Year	Graduate	Degree & Year	Major or Subject
	From _____ To _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From _____ To _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From _____ To _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From _____ To _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		

COMPUTER APPLICATIONS (Please check the level that describes your skill)

General Computer Skills	<input type="checkbox"/> Unable	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Superior
Microsoft Word	<input type="checkbox"/> Unfamiliar	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Superior
Microsoft Excel	<input type="checkbox"/> Unfamiliar	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Superior
Microsoft Publisher	<input type="checkbox"/> Unfamiliar	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Superior
Microsoft PowerPoint	<input type="checkbox"/> Unfamiliar	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Superior
Adobe InDesign / Illustrator / Photoshop	<input type="checkbox"/> Unfamiliar	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Superior
Website Creation / Publishing	<input type="checkbox"/> Unfamiliar	<input type="checkbox"/> Done some	<input type="checkbox"/> Experienced	
MSHSAA Website – as public user?	<input type="checkbox"/> Unfamiliar	<input type="checkbox"/> Familiar		

CLERICAL & TECHNICAL SKILLS (Please check the level that describes your skill)

Typing Skills: WPM: _____	<input type="checkbox"/> Unable	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Superior
Fax Machine	<input type="checkbox"/> Unfamiliar	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Superior
Copy Machine	<input type="checkbox"/> Unfamiliar	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Superior
Multiline Corporate Phone System	<input type="checkbox"/> Unfamiliar	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Superior

WORK EXPERIENCE (Most Recent First) (Include voluntary work and military experience)

Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title		To (Month/Year)
Specific Duties		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title		To (Month/Year)
Specific Duties		Hours Per Week
		Last Salary
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Job Title		To (Month/Year)
Specific Duties		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving

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SPECIAL SKILLS (List any pertinent skills and/or knowledge that could assist this employer)

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REFERENCES (Give the name, address and telephone number of three references)

Name:	Name:	Name:
Address:	Address:	Address:
Phone:	Phone:	Phone:
Title and Connection to Applicant:	Title and Connection to Applicant:	Title and Connection to Applicant:

CERTIFICATION OF ACCURACY:

I certify the information contained in this application is true, correct, and complete. To determine my qualifications for employment I authorize MSHSAA to conduct an investigation of my application. I understand that any false or misleading information furnished by me on this application form or in connection with my application for employment may result in rejection of the application, or if employed by MSHSAA, in the termination of employment. I understand that employment is subject to the results of a criminal background check. Middle name and date of birth (on page 1) are required for background check.

Signature of Applicant _____ Today's Date _____

No electronic submissions, please.
Please return by mail or in person to:

<p>MSHSAA Office – Position Opening Attn: Stacy Schroeder P.O. Box 1328 Columbia, MO 65205-1328</p>

MSHSAA Use:

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