



# **JOB APPLICATION PACKET:**

Position Opening:

**1. Administrative Assistant**

Required Application Materials:

1. Letter of Application
2. Full Resume
3. Completed MSHSAA “Application for Employment”

**Application packets accepted until  
Friday, March 30, 2018**

## **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.

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

**Salary Range:** \$25,000 to \$30,000, commensurate with qualifications.

**Benefits Include:**

- Paid health insurance
- 401k retirement plan
- 10 working days paid vacation per year
- Sick leave of 12 days per year
- Group Life Insurance

**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.

**Qualifications:**

- 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.

MSHSAA is an Equal Opportunity Employer.

**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**

**Please return application packet by mail or in person at the MSHSAA Office.**

# 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 typing.

### GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone ( ) -
Address (Mailing Address)	(City)	(State)	(Zip) Daytime Telephone ( ) -
What phone number should we use to speak with you? ( ) -	What times would be the best times to reach you by telephone? List 3.		
	1)	2)	3)
E-Mail Address	Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		

### POSITION

For which posted position are you applying?	Will Accept:	
	<input type="checkbox"/> Part-Time	
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Full-Time	
Accommodations needed (please list if any are required):	<input type="checkbox"/> Temporary	
	Date Available	

### EDUCATION AND TRAINING

Name of High School: \_\_\_\_\_ City: \_\_\_\_\_

High School Graduate?  Yes  No If no, list the highest grade completed: \_\_\_\_\_

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	<input type="checkbox"/> Unfamiliar	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Superior
Adobe Illustrator	<input type="checkbox"/> Unfamiliar	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Superior
Adobe Photoshop	<input type="checkbox"/> Unfamiliar	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Superior
MHSAA Website	<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
		Supervisor
		Reason For Leaving
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
		Supervisor
		Reason For Leaving

**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)

<b>Name:</b>	<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>	<b>Address:</b>
<b>Phone:</b>	<b>Phone:</b>	<b>Phone:</b>
<b>Title and Connection to Applicant:</b>	<b>Title and Connection to Applicant:</b>	<b>Title and Connection to Applicant:</b>

**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. **DATE OF BIRTH IS REQUIRED FOR BACKGROUND CHECK.**

Signature of Applicant \_\_\_\_\_ Date of Birth \_\_\_\_\_ Today's Date \_\_\_\_\_

**Please return by mail or in person to:**

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

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