



KSHSAA STUDENT EMPLOYMENT OPPORTUNITY

The Kansas State High School Activities Association has exciting high school student employment opportunities available this summer. Student employees will be responsible to work towards completion of the input and storage of historical data and statistics of all KSHSAA state competitions for the Gallery of Champions website project (<http://kshsaachamps.org/>).

PRIMARY JOB RESPONSIBILITIES:

- Scan/upload state championship team photos (Kopelk photos)
- Data entry related to state championship teams
- Data entry related to competition results of KSHSAA state championship events
- Research archived information to extract the necessary data
- Assist with other duties as directed by supervisors

ATTRIBUTES OF QUALIFIED APPLICANTS:

- Comfortable and can excel working in a team environment.
- Comfortable working in a Microsoft Windows based computer environment.
- Experience/familiarity with the Microsoft Office software suite, specifically Word and Excel.
- Ability/willingness to learn custom software system used for data input.
- Experience with/ability to learn Adobe Photoshop software.
- Comfortable working with various forms of office technology such as copiers, printers and scanners.
- Detail oriented with a high level of proficiency in data proofing.
- Ability to be productive spending long amounts of time working on a computer.
- Ability to commute to and from Topeka, KS on a daily basis.
- Applicants must be at least 16 years old.

POSITION INFORMATION:

Employment dates: May 28 – August 9 (approximately)

Hours/week: 30

Pay: \$7.25/hour

Work hours: M – TH; 7:45 – 4:00

Student employee(s) will work under the direction and supervision of the Office and Operations Manager and the Executive Director.

To apply, email or mail a letter of interest, resume and a completed application by April 17th to:

Brent Unruh
KSHSAA
601 SW Commerce Place
Topeka, KS 66615
bunruh@kshsaa.org

Click [HERE](#) or go to www.kshsaa.org for the application.