



ADMINISTRATIVE ASSISTANT

Kansas State High School Activities Association

Topeka, KS | Full-Time

Organization Overview

An organization focused on supporting the mission of overall student growth and development through student participation in education-based athletic and activity programs. This is accomplished through the administration of interscholastic activities, festivals, clinics, and contests among member schools, culminating with state championship events.

This association provides support and leadership to over 750 member high schools and middle schools, over 200,000 Kansas students, and 4000 registered officials.

The Position

We are looking for a person who believes in the value of school activities and a desire to work with our team in supporting schools and the students participating in their activity programs. If you are an organized, detail-oriented problem-solver who enjoys new challenges, a fast-paced work environment, contributing to a team mission, and school sports and activities, this position could be for you!

This **Administrative Assistant** position is responsible to provide office support for the administration of designated sports and activities sanctioned by the KSHSAA. This position also provides support for various general office operations duties. This person works with and under the direction of KSHSAA administrative staff members who direct activities, the Executive Director, and the Director of Operations.

Summary of Responsibilities:

- Coordinate electronic data management using custom KSHSAA software systems and Microsoft Office products
- Prepare and distribute electronic and hard copy communications with member schools and officials
- Prepare and monitor coach/sponsor education/training requirements
- Meeting planning & preparation (on-site and off-site meetings)
- Assist in planning and preparation of postseason events
- Provide grammatical and stylistic proofing of printed materials and electronic communications
- Maintain the Gallery of Champions
- Prepare and organize large mailings
- Inventory management
- Provide back-up receptionist station coverage when needed
- Other responsibilities as assigned by the Executive Director and/or Director of Operations



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The Person

A candidate's work ethic, desire to learn and grow, ability to integrate with the team and an overall attitude of service are key attributes to being successful in this position. Additionally, possessing the following qualifications will set candidates apart and lead to quicker success in this position.

Summary of Key Qualifications:

- A commitment to providing exceptional customer service to the member schools and registered contest officials of the KSHSAA.
- Be an exceptional verbal and digital communicator with member schools, officials, and staff.
- Proficiency with the Microsoft Office software suite of products, specifically Word, Excel, and Outlook. Experience with Publisher and Access will also be valuable.
- Be an exceptional team player, while still being productive working independently.
- Ability to manage multiple projects and priorities.
- Comfortable managing large volumes of data in various electronic formats.
- Willing to embrace the opportunity to learn new skills and office technology.
- Be detail oriented and possess excellent proof-reading skills.
- Have an interest in interscholastic activities and/or a desire to learn more about interscholastic activities and the KSHSAA.
- Possess the highest level of ethics and integrity.
- Ability to work onsite in Topeka, KS, Monday – Friday.
- Physically capable of lifting to 20-30 lbs.

Additional Information

Salary: Commensurate with experience and qualifications

Start Date: Fall 2022 (negotiable)

Employee benefits:

- Paid sick, vacation, and holiday leave
- 125 Plan including options for group health/dental insurance, flexible spending account, 403(b) retirement plan, and additional cash benefit
- KPERs retirement system
- Life insurance

To apply, please submit the following by September 30:

- Resume & Cover Letter
- Completed [employment application](#) with three professional references

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