



ADMINISTRATIVE ASSISTANT

Kansas State High School Activities Association

Topeka, KS | Full-Time

To apply, please submit the following:

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

Interview invitations will be extended to qualified candidates as completed application materials are received. Please email application materials to Brent Unruh (bunruh@kshsaa.org) or mail/deliver to:

KSHSAA
601 SW Commerce Place
Topeka, KS 66615

About the Position

Salary: Commensurate with experience and qualifications

Start Date: Negotiable - the position is currently available

Employee benefits:

- Paid sick, vacation, and holiday leave
- Work from home options
- 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

This full-time **Administrative Assistant** position is responsible for providing support for the administration of designated sports and activities sanctioned by the KSHSAA, the KSHSAA official's program, and general office operations. This person works with and under the direction of KSHSAA administrative staff members who direct activities, the Director of Officials, the Executive Director, and the Director of Operations.

We are looking for a person who believes in the value of school activities and has a desire to work with our team in supporting school leaders, contest officials, and the students participating in school activity programs. If you are a resilient and organized 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! 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.

Summary of Responsibilities:

- Provide customer support to all stakeholders served by the KSHSAA.
- Prepare and distribute mass communications to schools and officials in both digital and hard-copy formats.
- Event/meeting planning and preparation
- Manage data in various digital formats.
- Prepare and monitor coach/sponsor and registered official's education/training requirements.
- Provide grammatical and stylistic proofing of publications and communications.
- Maintain the Gallery of Champions.
- Prepare and organize large mailings.
- Inventory management
- Other responsibilities as assigned by the Executive Director and/or Director of Operations



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Summary of Key Qualifications:

These attributes and skills will set candidates apart and lead to quicker success in this position.

- 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.
- Proficiency with the Microsoft Office software suite of products, specifically Word, Excel, and Outlook. Experience with Publisher and Access will also be valuable.
- Ability to think and work independently while maintaining excellent communication with team members.
- Ability to independently 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, integrity, and resiliency.
- Ability to work onsite in Topeka, KS, Monday – Friday.
- Physically capable of lifting up to 20-30 lbs.

Organization Overview

We support Kansas schools in providing student growth and learning opportunities through 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 750 member high schools and middle schools, over 200,000 Kansas students, and 4000 registered officials.