



MHSAA JOB POSTING

OFFICIALS DEPARTMENT- ADMINISTRATIVE ASSISTANT

The MHSAA seeks qualified candidates for fulltime employment in the officiating department as an administrative assistant. Candidates must have the ability to work effectively with others in being part of a team that values commitment, dependability and service. This new staff member must be able to communicate professionally and effectively with registered officials, member school personnel, students, parents and local school communities.

Necessary Skills:

- Strong Verbal and Written Communication Skills
- Competence with Microsoft Office Software Programs
- Previous Experience with ArbiterSports Assigning Platform (preferred)
- Proficient Data Management and Maintenance
- High Attention to Details/Deadlines/Timelines
- Dependability and Confidentiality
- Strong Focus on Customer Service
- Self-Motivated and Team-Oriented

Primary Assignment:

- Official's Program Assistance and Support
- Scheduling of MHSAA Tournament Officials with Sport Directors
- Maintenance of Officials and Officiating Leadership Groups
- Recommendations from Associations/Leagues/Conferences
- Correspondence and Communication with Officials and Schools
- Ratings – Coach and AD Assistance, Receipt of Online Ratings
- Responding to Phone Calls from Officials and School Personnel
- Positive Contributor to MHSAA Staff and Office Environment

The MHSAA will offer the selected candidate a competitive salary and benefit package based on previous experience and skills set. The target start date for this new staff member would be May 24, 2021.

Individuals that wish to be considered for this position must provide a cover letter, résumé and list of at least four professional references via email to jobposting@mhsaa.com. The application deadline for submission of materials is **4 p.m. on Friday, April 30**.

The MHSAA is a private, not-for-profit corporation of voluntary membership by more than 1,500 public and private senior high schools and junior high/middle schools which exists to develop common rules for athletic eligibility and competition along with sponsorship and administration of MHSAA postseason tournament events. The MHSAA is an equal opportunity employer.