

# Wisconsin Interscholastic Athletic Association Administrative Assistant Position Vacancy



The Wisconsin Interscholastic Athletic Association WIAA staff seeks qualified candidates that embrace the purpose of the WIAA membership for the position of Administrative Assistant.

## KEY DUTIES AND RESPONSIBILITIES

- ◆ Assist in the coordination of athletic-related services
- ◆ Compile and organize data as assigned
- ◆ Perform general clerical duties; proofing copy; copying; filing; and handling incoming and outgoing mail
- ◆ Serve in front desk duties as assigned, to include monitoring the phones
- ◆ Record minutes for various committees
- ◆ Independently answer routine questions from athletic directors, coaches, officials, media and the public
- ◆ Handle confidential records and inquiries
- ◆ Professionally represent the WIAA in interactions with athletic directors, coaches, officials and general public
- ◆ Assist with large mailings (stuffing, lifting, moving boxes)
- ◆ Special projects as assigned
- ◆ Other duties as assigned

## SEARCH TIMELINE

### Post for the Position

July 7, 2022

### Interviews

TBD

### Start Date

August 15, 2022

*The Wisconsin Interscholastic Athletic Association provides equal opportunity in education and employment and does not discriminate on the basis of race, religion, color, national origin, sex, age, marital status or handicap.*

[wiaawi.org](http://wiaawi.org)

## QUALIFICATIONS

- ◆ **Education and/or Experience:** Minimum of a high school diploma or General Education Diploma (GED) and at least five years related experience in general clerical and/or training or equivalent combination of education and experience. Technical college or college degree preferred. Prior experience working in an office setting is strongly preferred.
- ◆ **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on maintaining a positive, cooperative, poised demeanor; open to others' ideas, and contributes to building a positive team spirit. Ability to prioritize work,

- More -

## APPLICATION

**For full consideration, please submit the following materials.**

- ◆ A formal letter of application
- ◆ A resume that reflects the qualifications, skills, and experience for the position
- ◆ Two letters of recommendation and two additional references

**Send all application materials electronically to:**

Kassie Mortimer, Assistant Director  
kmortimer@wiaawi.org  
(715) 344-8580

strong organizational skills and efficient time management skills are all key components to successfully meeting the requirements of this position.

- ◆ **Computer Skills:** Knowledge of Microsoft Office Suite required. Willingness to learn other software products utilized within the office.
- ◆ **Language Skills:** Ability to communicate effectively both verbally and in written form.
- ◆ **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation and then formulate a response.
- ◆ **Other Skills and Abilities:** Athletic background and/or the love for athletics extremely beneficial.

## PHYSICAL DEMANDS

- ◆ The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.
- ◆ Persons performing service in this position classification will exert ten to twenty pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- ◆ Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

## COMPENSATION

This is a 40 hours per week position with compensation ranging from \$43,000 to \$45,000. The WIAA provides 100% premium payments for medical, dental, term life, and disability insurance. Other benefits include sick leave, vacation, and highly competitive employer contribution to retirement. Other benefits may be provided by the Board of Control.

## THE ASSOCIATION

- ◆ The Wisconsin Interscholastic Athletic Association, as defined by its Constitution, is a voluntary, unincorporated, and private nonprofit 501(c)(3) organization. The Association has a diversified membership of public high schools, nonpublic high schools, public middle schools, and nonpublic middle schools. The WIAA, formed in 1896, is the first state high school athletic association organized in the country. The WIAA oversees athletics in Wisconsin and sponsors 25 sport programs.
- ◆ The membership consists of 516 member high schools and 45 middle/junior high schools divided into seven geographic Board of Control districts. The 18-member executive office staff administers Association policies, rules and regulations, and provides other assistance and service to member schools, as well as registering licensed officials.
- ◆ The WIAA does not receive any funding via tax dollars, nor does it receive any financial support from the State. The WIAA is funded primarily through ticket sales from State Tournaments and other events. Additional funding is derived from sponsorships, a percentage of licensing fees and merchandising sales, and other minimal items. WIAA expenses are related to the operations of the business and the costs associated with running State championships.