

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.

SEARCH TIMELINE

Posting

April 1, 2026

Deadline for Application

April 24, 2026

Interviews

May 11-12, 2026

Start Date

June 8, 2026

LOCATION

Stevens Point, WI

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

KEY DUTIES AND RESPONSIBILITIES

- Assist in the coordination of athletic-related services.
- Compile and organize data as assigned.
- Perform general clerical duties, including proofing copy, copying, filing, and handling incoming and outgoing mail.
- Serve in front desk duties as assigned, including monitoring the phones.
- Record minutes for various committees.
- Independently answer routine questions from athletic directors, coaches, officials, the media, and the public.
- Handle confidential records and inquiries.
- Professionally represent the WIAA in interactions with athletic directors, coaches, officials, and the general public.
- Perform other special projects and duties as assigned.

QUALIFICATIONS

- **Education and/or Experience:** A minimum of a high school diploma or General Education Diploma (GED) and at least five years of related experience in general clerical work and/or training, or an equivalent combination of education and experience. A technical college or college degree is 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, and poised demeanor; is open to others' ideas; and contributes to building a positive team spirit. The ability to prioritize work, strong organizational skills, and efficient time management are all key components to successfully meeting the requirements of this position.

APPLICATION

For full consideration, please submit the following materials electronically via [Application Form](#)

- 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

All questions can be directed to: Kassie Mortimer, Assistant Director
kmortimer@wiaawi.org
(715) 344-8580

COMPENSATION

This is a 40-hour-per-week position, with compensation determined based on the candidate's experience and expertise. The WIAA provides 100% premium payments for medical, dental, term life, and disability insurance. Other benefits include sick leave, vacation, a Health Savings Account (HSA), and a highly competitive employer contribution to retirement. Additional benefits may be provided by the Board of Control.

- **Computer Skills:** Knowledge of Google Workspace (formerly Google Suite) is required. Must demonstrate a 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 various parts of a problem or situation, and formulate an appropriate response.
- **Other Skills and Abilities:** An education-based athletics background and/or a love for athletics is extremely beneficial.

PHYSICAL DEMANDS

- The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.
- Individuals in this position will frequently exert ten to twenty pounds of force to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting, walking, and standing.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

THE ASSOCIATION

The Wisconsin Interscholastic Athletic Association (WIAA), 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. Formed in 1896, the WIAA is the first state high school athletic association organized in the country. The WIAA oversees athletics in Wisconsin and sponsors 27 sport programs. The membership consists of 514 member high schools and 36 middle/junior high schools, divided into seven geographic Board of Control districts. The 20-member executive office staff administers Association policies, rules, and regulations, and provides 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 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, merchandising sales, and other minor sources. WIAA expenses are related to business operations and the costs associated with running State championships.