



# MINNESOTA STATE HIGH SCHOOL LEAGUE

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## Notice of Position Opening

### Administrative Assistant

#### The Minnesota State High School League Mission

The Minnesota State High School League provides educational opportunities for students through interscholastic athletics and fine arts programs and provides leadership and support for member schools.

#### The Minnesota State High School League believes in:

- Participation in school activity programs is a privilege and not a right.
- Sportsmanship needs to have a constant presence in all school-based activity programs.
- Students should have an equal opportunity to participate in all activities offered by their school.
- Ethical behavior, dignity and respect are non-negotiable.
- Student participants who choose to be chemically free must be supported.
- Collaborative relationships with parents enhance a school's opportunity to positively impact student success.
- Academic priorities must come before participation in athletic or fine arts activities.
- Positive role models and an active involvement in a student's life by parents and others are critical to student success.
- High school activity programs are designed for student participants, and adults must serve in a supportive role.
- The success of the team is more important than individual honors.
- Compliance with school, community and League rules is essential for all activity participants.
- Participation in school-sponsored activities must be inclusive, not exclusive.
- Ethical behavior, fairness, and embracing diversity best serve students and school communities.

#### Administrative Assistant Position:

The MSHSL is seeking a full-time staff member working in the areas of public interaction through phone, email and in-person and assisting with our technology and communication needs. This position assists in customer service with our member schools and members of the public. The position exists as part of a team responsible for communications and technology

and will report to executive staff in these areas. The ideal candidate understands MSHSL sponsored activities and athletics and programs, has emerging or more advanced technology skills, and has a record of high-quality performance.

### **Primary Responsibilities:**

#### Administrative Assistance and Support

- Communication with member schools
- Strategic planning of projects and management of tasks
- Support the management of tournament operations
- Support the operation of committees
- Team with others to increase efficiencies and effectiveness

#### School and Public Assistance and Support

- First line of contact for schools and public members
- User training/assistance with technology applications and website tools
- Enhance skills of end users through individual or group training

#### Office Support Tasks

- Maintain accurate information on the League website
- Provide support for various technology services and systems
- Assist with communications tasks
- Assist other staff members with projects as assigned

### **Required Qualifications:**

- Exceptional customer service and communication skills (verbal and written)
- Education or training beyond a High School Diploma preferred
- Evidence of a team centered approach and exemplary interpersonal skills
- Proficient in Microsoft Suite – Word, Excel, and PowerPoint and other technologies
- Desire to grow in skills
- Strong organizational skills, effective time management, and proven ability to manage several projects concurrently
- Values diversity and can work with and understand people from all cultures, economic strata, and ethnic backgrounds
- Ability to work both independently and as part of a team
- Willingness to learn new skills and advance the use of technology

### **Preferred Qualifications:**

- Strong work history in areas of technology and communications and public interaction

**Application Process and Requirements:**

Interested applicants should email these items to [resumes@mshsl.org](mailto:resumes@mshsl.org) :

1. One-page letter expressing interest in MSHSL employment
2. Résumé detailing experiences
3. Maximum of three letters of reference may be provided
4. Up to three additional professional references

Applications will be reviewed immediately

Fulltime position beginning ASAP

**Note:**

Candidates must pass a criminal background check in order to be eligible for employment

**Benefits:**

- Medical, dental, term life, and disability insurance
- Sick leave, vacation
- 403(b) retirement plan contribution
- Salary commensurate with professional qualifications, experience and comparable positions
- Other benefits as may be provided by the Board of Directors