



# Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505 ° www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

## Kentucky High School Athletic Association (KHSAA)

### Vacancy Announcement for two positions, Receptionist/Administrative Clerical and Administrative Support/Specialist

The KHSAA, a private, non-profit entity designated by the Kentucky Board of Education to manage high school sports and sport activities in the Commonwealth, has an immediate need to fill two positions on its support staff. The KHSAA has fourteen full-time employees, five of which are designated "support staff". These two non-administrative openings will be filled as soon as possible and are full-time positions.

The Receptionist/Clerical position is a support staff position (clerical/secretarial/administrative support) and reports directly to the Office Manager with duties that may include: Opening and distributing mail; processing checks and credit card requests received in mail; serving as the primary person answering telephone; assistance with specific aspects of special programs; providing assistance to the rest of the support staff; performing tasks assigned by members of the Executive Staff along with general clerical and other duties as assigned.

The Administrative Support/Specialist position is a support staff position (clerical/secretarial/administrative support) and reports directly to the Office Manager with duties that may include: year round work supporting an administrator in specific sports and with the preparation for specific championships; coordination of specific aspects of special programs; providing assistance to the rest of the support staff; performing tasks assigned by members of the Executive Staff along with general clerical and other duties as assigned.

The successful candidate for any support staff position must be a high school graduate (or equivalent) and should have a minimum of five years of full-time experience; be a self-starter, highly organized; possess strong written and oral communication skills; be able to meet strict deadlines; be compliant with office hours and other office administrative policies; be able to be flexible for potential off-hours work at KHSAA events; and have word and data processing skills to include the use of Microsoft Word, Excel, PowerPoint, the internet and email. The Association reserves the right to request a test of specific technological skills essential to the job(s) including mail merge, excel file usage, and Word tables among other technical assessments.

Preference will be given to candidates with records management and cash/account reconciliation skills and the ability to adapt to a constantly changing list of activities and tasks. Of utmost importance is a customer friendly attitude, both inside and outside the office, and an exemplary attendance record. Professional mannerisms and actions are required. A knowledge of high school sports and strong skills relative to technology are vital to the candidate's long term success.

Starting salary is mandated by a salary schedule. For the 2014-2015 school year, the salary schedule for these positions (based solely on Prior Year Service Credit for comparable experience as determined by job history) is between \$24,000 and \$36,000 (Receptionist/Clerical), and between \$30,000 and \$42,000 (Administrative Support/Specialist). Moving expenses are not available for these positions. Prior Year Service Credit determination will be made prior to the selection for interview. Based on review of credentials, candidates may be asked to be considered for one, both or neither position. These positions are currently eligible for single health insurance coverage, retirement system contribution (currently the Kentucky Employees Retirement System, but subject to change in the future), sick and vacation leave and other elements of a standard benefit package. The successful candidate must reside within a 40 mile radius of the KHSAA offices in Lexington.

Interested applicants should send resume, cover letter and three references to: Office Manager Marilyn Mitchell, KHSAA, 2280 Executive Dr., Lexington, KY 40505. Submission deadline: Close of Business, April 17, 2015. The anticipated starting date is May, 2015, along with potential orientation opportunities prior to that date, and both are negotiable. Office hours are 8:00 a.m. to 4:30 p.m. daily.

The KHSAA is an equal opportunity employer with the hiring of all positions based on merit, qualifications, and abilities. The KHSAA does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Members of this employment group qualify for membership in the Kentucky Employee Retirement System and are subject to the laws and restrictions of that system.

All resumes of candidates not selected will remain on file for any opening for the six month period following initial selection of any successful candidate.