



Position Description: Compliance Part-Time Staff

Title: Compliance Part-Time Staff	Department: Compliance
Reports To: Director of Compliance	Supervises: n/a
Date Issued: 9/19/2022	Date Modified: n/a
FLSA Status: Non-Exempt	Status: Part-time
Work Location: Main Office/Remote	Schedule: not to exceed 20 hrs/week; Monday-Friday, Business Hours.

POSTION OVERVIEW

The Ohio High School Athletic Association has part-time position available in the compliance department. The successful candidate will provide support for the OHSAA Compliance Department, while also gaining valuable work experience in a sports-related field at a highly-respected association. This position reports directly to the Director of Compliance. Those pursuing a law degree or those interested in a career in administration or compliance are highly encouraged to apply. Part-time staff can work up to 20 hours per week, which includes a combination of office hours and remote work. The opportunity to work at tournament events is possible, as workload permits.

OHSAA OVERVIEW

Formed in 1907, the Ohio High School Athletic Association is a not-for-profit association of public and private high schools and 7th-8th grade schools. Approximately 816 high schools and nearly 760 7th-8th grade schools belong to the OHSAA, which represents over 350,000 students competing in 26 sanctioned sports (13 for boys and 13 for girls). Schools voluntarily become members of the OHSAA. The Association renders decisions on student eligibility, organizes state and regional tournaments with nearly 1.2 million fans in attendance, and manages the licensing of over 15,000 officials. The OHSAA currently collects no membership dues and receives no tax money. The Association operates a \$19 million budget with the primary source of financial support coming from tournament gate receipts.

The OHSAA's mission statement is *"To serve our member schools and enrich interscholastic opportunities for students."* Its motto of *"Respect the Game"* places an emphasis on good sportsmanship, ethics, and integrity when it comes to how schools, coaches, athletes, and parents conduct themselves when participating in the arena of high school athletics.

The Association employs a staff of approximately 20 full-time employees at its office in Columbus and dozens of tournament and temporary workers statewide. The OHSAA is organized into six geographic regions called athletic districts. Each nine-member District Athletic Board assists the OHSAA in conducting sectional and district tournaments and employs a treasurer and secretary to handle administrative and financial responsibilities. The OHSAA Board of Directors is made up of nine (9) voting members representing the Districts and two (2) ex-officio members who meet monthly in Columbus.

PRIMARY RESPONSIBILITIES

- Become familiar with the OHSAA constitution and bylaw, but primarily with the student eligibility bylaw.
- Assist with conducting reviews of student eligibility paperwork.
- File copies of eligibility correspondence into electronic files (pdf rulings & excel records).
- Assist with basic fact gathering in cases.
- Assist with drafting annual bylaw proposal changes.
- Assist with organizing files for "OHSAA Appeals Panel."
- Assist in preparation for legal hearings.
- Attend various meetings, OHSAA events and state tournaments.
- Other duties as assigned.

QUALIFICATIONS

- Must demonstrate skills in computers with ability to utilize the Microsoft Office suite, specifically Word and Excel.
- Experience with Adobe Acrobat (managing pdf's) is preferred.
- Attentive to details, well-organized, able to work independently and multitask.
- Able to communicate effectively, both verbally and in writing.
- Able to work in a team environment and assist others when necessary.
- Able to execute assigned projects in a timely and professional manner.
- Ability to accept instructions, criticism and learn from mistakes.

WORKING CONDITIONS

- Work will be performed at a location agreed upon by the individual and the director of compliance.

COMPENSATION

- \$15/hour

TIMELINE

- Monday, September 19, 2022- Job posted.
- **Wednesday, September 28, 2022 — Deadline for submitting applications.**
- September 29- October 7 — Interviews and selection.
- October 10-14 – Projected start date (*subject to availability of successful candidate- can be later if necessary*).
- June 2023 – Official end date of position.

APPLICATION PROCESS

Submit the following materials as one (1) PDF file to kronai@ohsaa.org by Wednesday, September 28, 2022.

- Letter of interest
- Resume
- One-page (1) (maximum) description of the top three (3) reasons you should be selected, including examples of your successful performance in areas critical to this position.
- List of three (3) professional references with phone and email contact information.
- No contact other than application materials described above will be accepted.

Candidates are encouraged to visit the OHSAA website (www.ohsaa.org) for more information.

OHSAA is an affirmative action/equal opportunity employer. OHSAA provides equal employment opportunity to all individuals regardless of their race, age, religion, sex (including sexual orientation and gender identity), ethnicity, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.