



Position Description: Officiating & Sport Administration Assistant

Title: Officiating & Sport Administration Assistant	Department: Officiating & Sport Administration
Reports To: Director of Officiating & Sport Administration	Supervises: N/A
Date Issued: 8/17/2023	Date Modified: N/A
FLSA Status: Non-Exempt	Status: Part-time, not to exceed 20 Hours/week
Work Location: In office	Schedule: Monday-Friday, Business Hours; occasional evening and weekend hours
Application Submission Deadline: 9/1/2023	Position Start: To be determined
Applications must be submitted electronically and contain a cover letter, résumé, and a list of three references along with their positions, telephone numbers, and e-mail addresses.	
Send to: Chief Operating Officer, Kim Kiehl at kkiehl@ohsaa.org	

POSITION OVERVIEW

Communicate, educate and serve OHSAA member schools and officials to ensure they understand and are in compliance with deadlines and requirements as outlined in the OHSAA Handbook and Handbook for Officials. Support constituents and co-workers with data and technology from myOHSAA and ArbiterSports platforms.

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 19 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

The Officiating & Sport Administration Assistant supports member schools in the following manner:

- Serve as the main contact for the customer service side of the officiating department, being first point of contact and answering questions or directing officials to the appropriate contact.
- Assist Officiating and Sport Administration Department with administrative tasks as needed.
- Cultivate the mission and values of the Association; further the priorities in the recently adopted strategic plan

and implement new processes and approaches to achieve them.

- Respond in a timely and courteous manner to inquiries from member schools, staff, officials, public received through email, voicemail and phone calls.
- Provide myOHSAA and Arbiter technical support via telephone, electronically, and in person to end users of the systems.
- Being professional at all times is an essential function of this position, especially when dealing with members or fellow employees whether in person, over the telephone or through email communications. All employees are entitled to a 100% non-hostile environment.
- Perform other duties as requested by supervisor.

QUALIFICATIONS, SKILLS & CHARACTERISTICS

Qualifications

- **Education:** High School diploma or equivalent required; Associate's or Bachelor's degree preferred. Individuals seeking a degree in any sport industry field are encouraged to apply. Position may be considered an internship for those seeking course credit.
- **Experience:** Experience directly related to the duties and responsibilities specified, particularly in the area of customer service preferred.
- Training on handling difficult people/situations, active listening and effective communication techniques preferred.
- **Technology:** Proficient in utilizing Microsoft technology including Word, Access, Teams, PowerPoint, Outlook, Edge; familiarity with myOHSAA, Arbiter and Google Chrome preferred.
- **Equipment:** Standard office equipment.
- Desire to learn.
- Previous experience with youth and/or interscholastic athletics a plus.

Note: Background check required for selected candidate, information provided with employment offer.

EMPLOYMENT BENEFITS

- Compensation: \$15 per hour
- Up to 20 hours per week; Monday – Friday, business hours. May include some evening and weekends, specifically during OHSAA tournaments.
- Part time employees are not eligible for association health or retirement benefits.

TIMELINE

- **Deadline for submitting application:** September 1, 2023
- **Interviews and selection:** Starting September 2023 or until position filled
- **Official Start Date:** To Be Determined

The following materials should be sent to Kim Kiehl at kkiehl@ohsaa.org

- Letter of interest
- Resume
- List of three (3) professional references with complete 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.