



## Position Description: Executive Assistant

<b>Title:</b> Executive Assistant	<b>Department:</b> Executive
<b>Reports To:</b> Executive Director	<b>Supervises:</b> n/a
<b>Date Issued:</b> 7/20/2005	<b>Date Modified:</b> TBD
<b>FLSA Status:</b> Non-Exempt	<b>Status:</b> Full-time
<b>Work Location:</b> Main Office	<b>Schedule:</b> Monday-Friday, Business Hours; occasional evening and weekend hours

### **About the OHSAA**

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. The Association renders decisions on student eligibility, organizes state and regional tournaments, and manages the licensing of officials. 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 OHSAA is Committed to**

- Establishing and regulating regular season and tournament standards in order for competition to be fair and equitable.
- Administering exceptional interscholastic athletics tournaments.
- Promoting that interscholastic athletics participation complements a student's educational experience.
- Providing unparalleled leadership and customer service to our various constituents that is objective, responsive and inclusive.
- Providing rulings that are swift, fair, consistent and impartial.
- Operating with openness and demonstrating fiscal accountability.
- Honoring our tradition of excellence, which has served our member schools for the past 100-plus years.
- Honoring our ultimate purpose, which is to promote lifetime values, good citizenship, academic success, ethics and fair play in safe and sporting environments.

### **About the Position**

**Position:** The Executive Assistant works independently performing a wide range of complex and confidential administrative and clerical support duties. Includes responsibility for executive office management as appropriate.

### **Essential Responsibilities**

The Executive Assistant serves OHSAA member schools through these responsibilities:

- Cultivate the mission and values of the Association; further the priorities in the recently adopted strategic plan and suggest new processes and approaches to achieve them; assist in achieving strategic long and short-term departmental goals.
- Provide wide range of complex office administration duties and secretarial support to the Association's executives, including managing projects as requested, preparing professional

correspondence and presentation materials (electronic and hard copy), handling confidential information, interacting with internal and external stakeholders on executives' behalf, and ensuring the smooth and efficient operation of the Association's main office.

- Serve as first point of contact and provide outstanding customer service to those interacting with the Association by phone, mail/email, or in-person; ensure front desk is staffed during office hours; answer main telephone line and coordinate coverage when not available.
- Serve as principal administrative support contact and liaison with Board of Directors and District Athletic Boards, partnering organizations and external contacts; maintain databases, rosters and mailing lists of various internal and external groups.
- Coordinate scheduling of Board of Director meetings; distribute meeting and work session agendas/packets; handle logistics of meetings both virtually and in-person; coordinate with internal and external participants; assist with preparation and distribution of minutes as requested; maintain file of official minutes of Board meetings.
- Maintaining comprehensive and accurate Association records, documents and reports; organize and maintain official files and archives of the Association, electronically and hard copy; coordinate office's document retention and removal activities in conformity with records retention policy.
- Coordinate meetings, events (i.e. golf outing, awards banquets, hall of fame, etc.), travel and tickets; handle meeting set-ups, calendar invites, order meals; coordinate tournament hotels with External Affairs; assist with state basketball and football tournament activities including lodging, meeting space, tickets and presentations; issue congratulatory letters for state championship teams for all sports.
- Organize and maintain the reception, kitchen, supply rooms, boardroom, meeting rooms and public areas; maintain and stock supplies for the office, kitchens, restrooms and first aid kits; ensure office equipment (i.e. copy machine) is functioning and alert Facilities and Production Specialist for maintenance when needed.
- Coordinate and maintain the schedule for use of Association boardroom and meeting room spaces; ensure furniture is set up and equipment is functional.
- Lead maintaining & changing displays in lobby showcase. Include team members as appropriate.
- Assist with opening and distributing mail; assist with mailings.
- Develop, implement, and administer executive office systems and office procedures; maintain standard operating procedures.
- Assist with various voting and elections activities including District Athletic Board elections and referendum voting; collaborate in drafting changes to OHSAA Bylaws; assist in maintaining records of referendum items and prepare ballot for access by members; ensure records are maintained in accordance with policy.
- Assist with correspondence related to eligibility and appeals; prepare and distribute appeals packets; serve as host for participants; assist with updating print and electronic resources including forms, presentations, handouts, website, member portal materials, assist with Sanctioning forms, get approval from Compliance Dir. and notify NFHS of approval or lack thereof.
- 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 Executive Director.

#### **Decision-Making & Authority**

- Determine most appropriate internal contact for outside requests and inquiries
- Coordinate all document retention and removal activity
- Implement office procedures and systems

### **Required Knowledge, Skills & Abilities**

- Must believe in the core values of the OHSAA and be driven by its mission.
- Ability to collect information and take action consistent with the mission, vision and strategic plan of the Association.
- Strong interpersonal and communication skills; comfort with public speaking; ability to effectively communicate key information to senior management, Board of Directors, appeals panels and members.
- Proactive approach to problem-solving with strong decision-making skills; exercise sound judgment.
- Ability to maintain confidentiality and exercise discretion in handling sensitive information.
- Professional level verbal and written communication skills; ability to communicate effectively in writing and verbally using proper grammar and solid comprehension of English language.
- Excellent time management skills with proven ability to meet and exceed established deadlines and respond in timely manner; ability to organize a daily workload by priorities.
- Excellent organizational skills and attention to detail; ability to produce high quality, error free work.
- Professionalism and a consistent and positive customer service image when interacting with members, co-workers and others involved with Association business.
- Ability to cooperate, collaborate and communicate with co-workers, supervisors, member schools, Board members, vendors, the public and others involved with our Association to foster a cooperative environment and to work in a collegial fashion.
- Skilled at working with executives, anticipating needs, and resolving issues independently.
- Understanding of and compliance with Association workplace policies and procedures including safety procedures.

### **Qualifications**

- **Education:** Bachelor's degree preferred.
- **Experience:** Requires minimum of 10 years' experience working in a professional office environment with progressive responsibilities similar to those required in this position; prior customer service experience required.
- Prior knowledge and experience with OHSAA activities and governance is strongly preferred.
- Previous experience providing assistance to executive-level leadership a plus.
- Experience with handling difficult people/situations, active listening and effective communication techniques preferred.
- **Technology:** Proficient in utilizing Microsoft technology including: Word, Excel, Teams, PowerPoint.
- **Equipment:** Standard office equipment.
- Occasional statewide travel for events; valid driver's license required.
- Desire to learn.

Note: Background check required.

### **Working Conditions**

Staff is subject to typical office stresses including the need to handle multiple priorities simultaneously while maintaining a professional demeanor. Position requires occasional walking throughout facility. Regular stretch breaks are strongly encouraged. This position is not subject to prolonged endurance to extreme heat or cold expected.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Weight Demands

	Rarely	Occasionally	Frequently
Lifting – 1-25 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting – 25-50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting – 50+ lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying – 1-25 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carrying – 25-50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying – 50+ lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling - 1-25 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling – 25-50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling – 50+ lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sliding/Transferring – 1-25 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sliding/Transferring – 25-50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sliding/Transferring – 50+ lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Physical Demands

	Rarely	Occasionally	Frequently
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Driving	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Balancing/Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping/Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching/Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seeing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Turning/Twisting/Leaning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyboarding	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Mental Demands

	Rarely	Occasionally	Frequently
Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supervising	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Organizing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Decision Making	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interpreting Data	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Working Conditions

	Rarely	Occasionally	Frequently
Indoor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
High Temperatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loud Noises	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined Areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold Temperatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Equipment Use

	Rarely	Occasionally	Frequently
Telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fax	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Copier	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Computer (beginner level)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Computer (intermediate level)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Computer (advanced level)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Scanner	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Calculator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**EMPLOYMENT BENEFITS**

- Compensation is commensurate with experience and non-profit standards. The anticipated full-time starting hourly rate is \$24.00-\$28.00.
- Generous benefit package includes medical/vision/dental insurance, life and disability insurance, contributions to health savings account and retirement plan, cell phone allowance.
- Paid time off for vacation, sick, personal and holidays.
- Other benefits as approved by the Board of Directors.

**APPLICATION PROCESS AND TIMELINE**

Submit the following materials as one (1) PDF file to [jkronour@ohsaa.org](mailto:jkronour@ohsaa.org)

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

Completed applications must be received by June 3, 2024 to be considered.

