

POSITION

Assistant Director

POSITION SUMMARY

The Assistant Director reports to the Executive Director of the IGHSAU.

Responsibilities:

- Administers one or more sports, as determined by the Executive Director. This includes general oversight, rules meetings, and conducting postseason championships.
- Administers other programs as determined by the Executive Director (e.g. Education Programs, Advisory Committees, Eligibility, Scholarships, Technology, Officials, etc.)
- Maintains a comprehensive working knowledge of the IGHSAU Handbook specific to eligibility and sport(s) administered.
- Strong working knowledge of eligibility matters.
- Assists with postseason pairings for primary and secondary sports.
- Provides a high level of communication with school administration and coaches.
- Serves as administrator or assists in administration of IGHSAU State Tournaments/Meets including presence at state tournament/meet sites.
- Maintains a collaborative and thoughtful working relationship with other staff members.
- Maintains a positive working relationship with other professional organizations.
- Represents the IGHSAU in a positive and professional manner.
- Engages in professional development and growth opportunities.
- Performs other duties as assigned by the Executive Director.

QUALIFICATIONS

Education: The candidate must hold a bachelor's degree in a field relevant to the position responsibilities, with a master's degree or higher preferred.

Experience: The candidate should possess an understanding of and appreciation for education-based activities, including but not limited to:

- Knowledge and application of the playing rules of high school athletics.
- Coordination of large-scale events.

Skills: The Assistant Director should demonstrate outstanding leadership, organization, communication, writing, presentation, and relationship skills.

The Assistant Director should demonstrate exceptional skill in the use of multiple digital platforms, including website updates.

APPLICATION REQUIREMENTS

Candidate must submit:

- A one-page letter expressing interest in IGHSAU Assistant Director position.
- Three to five letters of reference, including at least one from a person in a current supervisory position.
- A professional resume.

ITEMS TO NOTE

- This position requires the candidate to work full-time, in office (no remote option).
- The IGHSAU is a private organization that does not offer IPERS.
- Salary is determined based on skill set and experience.

TIMELINE & APPLICATION PROCESS

- Announcement of position opening: December 20, 2024
- Deadline for receipt of applications: January 31, 2025
- Select and Notify Candidates for Screening Interview: No later than February 11, 2025
- Screening Interviews: February 19-20, 2025
- Select and Notify Candidates for Final Interview: No later than February 21, 2025
- Final Interviews: February 27-28, 2025
- Selection of Assistant Director: No later than March 3, 2025
- Start Date: July 7, 2025, or sooner by mutual agreement

SUBMIT APPLICATIONS IN DIGITAL FORMAT TO:

Erin Gerlich, Executive Director: erin@ighsau.org