

# Minnesota State High School League

Education and Leadership for a Lifetime

## Notice of Position Opening

**Position:** Associate Director, Minnesota State High School League

### **Primary Responsibilities**

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- Serve as an MSHSL Associate Director.
- Administer MSHSL football, girls' dance team, basketball, and baseball and develop online meetings, webinars and related initiatives for each activity.
- Communicate with member school personnel regarding the value of participation in League-sponsored activities.
- Support athletes, coaches, administrators, and school communities as they maximize opportunities to provide education-based athletic and fine arts activities.
- Develop collegial relationships with coaches' associations for the major fall, winter and spring tournaments assigned to this position.
- Select sites for tournament activities assigned to this position.
- Chair sport association ad hoc committees as may be assigned from time to time.
- Staff Liaison for the MNIAAA.
- Coordinate the selection of hotel/motel accommodations for tournament participants, the MSHSL Board of Directors, and for off-site meeting needs.
- Serve as a secondary contact for eligibility issues.
- Other duties as may be assigned by the Executive Director.

### **Desired Qualifications**

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- Minimum of a BA or BS degree with evidence of continuing education. A masters or higher degree is preferred.
- Demonstrated leadership in the administration of League-sponsored athletic and fine arts activities at the local, regional and/or state level.
- Active in the MSHSL *Why We Play* initiative in the candidate's school/school community.
- Demonstrated written and oral communication skills in small and large group settings.
- Evidence of a student-centered educational philosophy.
- High proficiency with Microsoft Office Suite, including PowerPoint. A basic understanding of networking, cloud-based storage, and use of webinar communications.
- Ability to organize and administer comprehensive high school activities and develop related initiatives for educational administrators, activity directors and other school personnel.
- Demonstrated ability to plan, administer and evaluate people and programs.
- Identified leadership in the candidate's current position to develop initiatives in the school/school community or in conjunction with other outreach programs.
- Supervisory experience for coaches, teachers, or other school personnel.

## **Benefits**

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- Medical, dental, term life, disability insurance, sick leave, vacation and other work related items.
- 403(b) retirement plan.
- Salary commensurate with professional qualifications, experience and comparable positions in other Big 10 State High School Associations.
- Other benefits as may be provided by the Board of Directors from time to time.

## **Application Requirements**

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- A one-page letter expressing interest in MSHSL employment.
- A resume detailing administrative and program management experiences.
- An original article, suitable for publication, detailing the values students learn through participation in education-based athletic and fine arts activities.
- Specific information relative to the candidate's involvement/development of local or statewide initiatives to promote leadership, collaboration with colleagues, educational seminars or similar leadership workshops.
- The names, addresses, telephone numbers and email addresses of three persons who can speak about the candidate's skills in fulfilling the primary responsibilities of this position.

## **Timeline**

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Announcement of position opening	February 27, 2017
Deadline for receiving applications	April 14, 2017
Announce selection of Associate Director	June 5, 2017
Begin Employment	July 15 – August 1, 2017

**Information requested for this position must be submitted to [resumes@mshsl.org](mailto:resumes@mshsl.org)**