

Iowa Girls High School Athletic Union

JOB DESCRIPTION

Working Title: Executive Assistant (IHSSA/IGHSAU)

Reports To: IHSSA Executive Director/IGHSAU Executive Director

Review Date: October, 2022

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PRIMARY FUNCTION: Assist with the day to day operations of the Iowa High School Speech Association (IHSSA) and Iowa Girls High School Athletic Union (IGHSAU) including taking calls, data entry, communicating information and organizing and managing executive operations. Provide a high level of customer service to a variety of constituents. Proficient use of technology including a variety of computer programs and scheduling software.

PERCENTAGE

OF TIME

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

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| 60% | 1. Receive and process all IHSSA membership and entry fees, on-line registration, maintain membership and judge lists and other identified records. Responsible for IHSSA monthly financial reports, daily deposits, accounts payable. Maintain files for reporting and financial auditing. Work with web development company to maintain and update the IHSSA website and online tools. Assist with planning and event management of special events, including Coaches Convention, Debate Clinic, Committee meetings, State Debate, Large Group and Individual Event, LG and IE festivals, June meetings, and Judges Workshop. Maintain and update IHSSA Constitution, Judges Manual and other materials. Prepare LG and IE Programs. |
| 30% | 2. Utilize Quick books, Microsoft Office, Excel, Quark desk top publishing, and integrated electronic data systems to perform reporting functions for the office and update materials. Provide a high level of customer service and assistance for IHSSA and IGHSAU constituents, including board members, coaches, administrators and judges through email, telephone and in person communication. Process and mail supplies and merchandise as requested. Assist with mailings and shipping as needed. |
| 10% | 3. Providing assistance and support to staff, contribute to team projects as needed and assigned. |

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GENERAL INFORMATION: Qualifications include strong interpersonal and communication skills; excellent written and verbal skills; experience working with QuickBooks, Microsoft Office and other computer software; must be able to work collaboratively with all colleagues; must be a strong multi-tasker and be able to prioritize duties; willing to work flexible schedule, including nights and weekends; strong organizational skills and ability to implement them in the office.

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The above statements reflect characteristic duties and responsibilities of the position and are not intended to limit the IGHSAU's right to assign, direct and control duty assignments.

Prepared By:
Jean Berger

Incumbent:

Approved By:
Jean Berger