

Iowa High School Speech Association

JOB DESCRIPTION

Working Title: Administrative Assistant (IHSSA)

Reports To: IHSSA Executive Director/IGHSAU Senior Associate Director

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PRIMARY FUNCTION: Assist Executive Director of the IHSSA with the day to day operations of the office. Receive and process all membership and entry fees, maintain membership and judge lists. Provide a high level of customer service to coaches, contest managers, administrators and judges. Prepare IHSSA financial reports, daily deposits and manage entry fees for each contest site. This position reports directly to the Executive Director of the IHSSA and the Senior Associate of the IGHSAU. This is a 12 month position with benefits.

PERCENTAGE OF TIME CHARACTERISTIC DUTIES AND RESPONSIBILITIES OF THE POSITION

- 60% 1. Responsible for the day to day operations of the IHSSA including on line registration, maintaining judges' records, contest entries and school membership records. 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 coaches, administrators and judges daily through email, telephone and in person. Work with web development company to maintain and update the 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. Process and mail supplies and merchandise as requested. Receptionist duties are a part of this position, with phone reception of answering and directions of phone calls from the main office line. Assist with mailings and shipping as needed.
20% 2. Responsible for IHSSA monthly financial reports, daily deposits, accounts payable. Receive and process all memberships. Maintain files for reporting and financial auditing.
20% 3. Process IHSSA entry fees from schools, maintaining separate accounts for each contest site. Manage spreadsheets for payments to host schools, manage membership fees.

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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 IHSSA's or the IGHSAU's right to assign, direct and control duty assignments.

Application: To apply, send an updated resume, a list of three professional references, including telephone numbers, and a cover letter which outlines your unique qualifications for this position. Please email all your materials to Ex. Vice President of the IHSSA Karon Brown at karon@ighsau.org. Applications will be accepted until the position is filled. Start date is negotiated on or after Sept. 1, 2017 For additional information, please contact the IHSSA at 515-288-9741.