



<b>Job Title:</b>	Assistant Executive Director		
<b>Reports to:</b>	Executive Director		
<b>Date Posted:</b>	Wednesday, May 4, 2022	<b>Closing Date:</b>	Friday, May 20, 2022
<b>Interviews Begin:</b>	May 23, 2022	<b>Employment Start Date:</b>	July 1, 2022
<b>APPLICATION –</b> Candidate should send cover letter and detailed resume to:			
<b>EMAIL:</b> <a href="mailto:djackson@ossaa.com">djackson@ossaa.com</a>		<b>MAIL:</b> David Jackson, Executive Director OSSAA P.O. Box 14590 Oklahoma City, OK 73113	
<b>GENERAL DESCRIPTION OF POSITION:</b> Oklahoma Secondary School Activities Association is seeking qualified applicants for the position of Assistant Executive Director. The position reports to the Executive Director and will be available July 1, 2022.			
<p><b>GENERAL QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s Degree from an accredited University; professional leadership in education, athletics, or a related field.</li> <li>• Experience in interscholastic activities administration including but not limited to coaching, officiating, athletic/activities director, student leadership, event management, scheduling, sport information management and technology, meeting planning and meeting presentation skills.</li> <li>• Must possess an appropriate philosophy and advocacy for education activity programs.</li> <li>• Strong oral and written communication skills.</li> <li>• Ability to organize and work with a team.</li> <li>• Proven ability to effectively manage time and multiple tasks</li> <li>• Flexibility in maintaining positive working relationships with colleagues and diverse constituencies.</li> </ul> <p><b>PREFERRED QUALIFICATIONS</b></p> <p>Master’s degree; three years of administrative and/or leadership experience in school activities at the high school level or above; demonstrated public speaking and writing skills; knowledge of OSSAA rules and policies; conflict resolution abilities and the ability to assist in public and media relations efforts of the Association.</p> <p><b>DUTIES AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Administration of Basketball (4A-B), Cross Country, Golf, and Tennis combined with other programs and services of the OSSAA.</li> <li>• Facilitate the exchange of correspondence between the NFHS and OSSAA .</li> <li>• Demonstrates good planning, analytical, and decision-making skills with the ability to meet deadlines.</li> <li>• Other Duties as assigned by the Executive Director.</li> </ul> <p><b>OTHER REQUIREMENTS:</b></p> <p>The physical expectations of this position include the ability to walk or stand for extended periods of time and, on occasion, lift and/or move items that weigh up to 25lbs.</p> <p><b>SALARY</b></p> <p>Commensurate with experience, qualifications, and degree. Benefit package accompanies salary.</p>			