



POSITION OPENING – EXECUTIVE ASSISTANT

Notice is hereby given that the Oklahoma Secondary School Activities Association is posting an Executive Administrative Assistant for consideration. This position will remain open until May 21, 2021. Applications must be received by 3:00 p.m. on May 21st.

The OSSAA is a service-based organization, serving 482 member schools. An Executive Assistant at the OSSAA must be adaptable to the fast-pace of a business associated with serving schools.

This Executive Assistant’s Position works directly with the Executive Director and requires the employee to maintain a high level of confidentiality and assist in managing personnel issues. Must be able to multi-task daily and be proficient in WORD. This position will also include the preparation of general correspondence.

GENERAL QUALIFICATIONS:

- A. Personable
- B. Good organization skills
- C. Effective communications skills both oral and written
- D. Effective public presentation
- E. Computer skills with proficiency in Microsoft WORD and EXCEL
- F. Adept at learning a custom software package
- G. Flexible to changing needs of the organization
- H. Good health, wholesome personality, and integrity

TIMELINE FOR EMPLOYMENT:

DEADLINE FOR APPLICATION: **May 21, 2021**

INTERVIEWS CONDUCTED: **May 24-28, 2021**

EMPLOYMENT DATE: **June 14th**

SALARY: Commensurate with experience, qualifications, and degree. Benefit package additional to salary.

Send detailed resume to:
David Jackson, OSSAA Executive Director
P.O. Box 14590
Oklahoma City, OK 73113

The OSSAA serves as an EOE.



OSSAA EXECUTIVE ASSISTANT JOB DESCRIPTION

GENERAL DESCRIPTION OF POSITION:

The Executive Administrative Assistant would work directly with the Executive Director managing the daily responsibilities of the OSSAA. In addition, the Executive Assistant would help with the administration of some of the activities sanctioned by the OSSAA.

ESSENTIAL AND RELATED RESPONSIBILITIES OF THE OSSAA EXECUTIVE ASSISTANT:

Work directly with the Executive Director to manage correspondence, files, and other duties as assigned.

Oversee employee benefits.

Manage insurance profile.

Help monitor bank and investment balances.

Work with the Bookkeeper during audit.

Help establish and monitor the budget.

Assist with administration of activities.

Other duties assigned by the Executive Director.

GENERAL QUALIFICATIONS:

Personable.

Good organization skills.

Effective communication skills both oral and written.

Effective public presentation.

Computer skills with proficiency in Microsoft WORD and EXCEL.

Adept at learning a custom software package.

Flexible to changing needs of the organization.

Good health, wholesome personality, and integrity.



EXECUTIVE ASSISTANT APPLICATION

The Executive Assistant will require the employee to work the Executive Director, as well as other staff members. Must be able to multi-task daily, have strong communication skills, and be proficient in WORD and EXCEL. This position will also include preparation of general correspondence.

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ EMAIL: _____

HIGHEST DEGREE EARNED (check one):

HIGH SCHOOL DIPLOMA: ____ ASSOCIATE'S: ____ BACHLOR'S: ____ MASTER'S: ____

NAME OF MOST RECENT EMPLOYER: _____

DATES OF EMPLOYMENT: _____

LIST YOUR PAST WORK EXPERIENCE: _____

By submitting this application, I hereby certify that the information contained in this employment application is true and complete to the best of my knowledge. I understand that material omissions or falsification of this application in any detail may result in my disqualification from consideration for employment.

PLEASE SUBMIT APPLICATION, RESUME AND COVER LETTER TO:

DAVID JACKSON, EXECUTIVE DIRECTOR

djackson@ossaa.com

OR BY MAIL TO: DAVID JACKSON, EXECUTIVE DIRECTOR, P.O. BOX 14590, OKLAHOMA CITY, OK 73113