



The IHSA governs the equitable participation in interscholastic athletics and activities that enrich the educational experience.

September, 2009

To: Principals of IHSA Member High Schools
State High School Association Executive Officers
Other Interested Parties

From: Marty Hickman, Executive Director

Re: IHSA Administrative Staff Opening

The Illinois High School Association announces plans to appoint an Assistant Executive Director to its administrative staff to fill a vacancy. General responsibilities for this position will include administration of IHSA sports/activity programs and other administrative duties in the general operations of the Association. It is likely this position will be responsible for the administration of girls/boys volleyball, girls golf, girls badminton and girls/boys bowling.

- (1) Applicants must submit a letter of application, a resume, personal references and a written statement (maximum one page) expressing both the individual's motivation for applying and a summary of those qualifications the applicant believes particularly suit him or her for the position.
- (2) The Illinois High School Association is an equal opportunity employer and female and minority applicants are encouraged.
- (3) Qualifications: It is recommended that all applicants have:
 - A minimum of a bachelors degree.
 - Training and/or experience in school and/or athletic/activity administration or training and experience in sports/activity marketing and promotion.
 - Well developed human relations, interpersonal and writing skills.
 - Skill in using computers with word processing, data base, excel and internet programs.
- (4) Additional Background: background experience in business administration, marketing, public relations, officiating or coaching should be noted on the submitted materials.
- (5) Salary will be determined commensurate with experience and other relevant qualifications. A comprehensive benefits plan is also provided.
- (6) Screening and interviewing of candidates will be coordinated by Marty Hickman, Executive Director. Actual employment will be by approval of the IHSA Board of Directors. July 1, 2010, is targeted as the effective date of the appointment.
- (7) Interested candidates may submit their letter of application, resume and information to:

Illinois High School Association
Attention: Marty Hickman, Executive Director
P.O. Box 2715
Bloomington, IL 61702-2715
- (8) Deadline for receiving applications will be October 12, 2009.