



EXTERNAL POSTING FOR THE POSITION
OF

Sport Administrative Assistant/Graphic Arts Assistant

January 3, 2020

NOTICE IS HEREBY GIVEN that the National Federation of State High School Associations is posting a **Sport Administrative Assistant/Graphic Arts Assistant** position for consideration. This position will remain open until Friday, January 17, 2020.

The **Sport Administrative Assistant/Graphic Arts Assistant** will work closely with the Director of Sports in editing publications and facilitating the implementation of rules for volleyball and girls lacrosse, and with the Director of Publications and Communications to revise publications utilizing desktop publishing software and as a general department coordinator.

Required qualifications: Bachelor's Degree

Submit letter of application and resume by January 17, 2020 to Mautrice Meriweather, Chief Talent Officer, at employment@nfhs.org.



JOB DESCRIPTION

POSITION TITLE: Sport Administrative Assistant/Graphic Arts Assistant	FLSA STATUS: Non-Exempt
	REPORTS TO: Director of Sports, Director of Publications and Communications
	SUPERVISES: None

GENERAL DESCRIPTION OF POSITION: The Sport Administrative Assistant/Graphic Arts Assistant works with the Director of Sports in editing publications and facilitating the implementation of rules for volleyball and girls lacrosse, and with the Director of Publications and Communications to revise publications utilizing desktop publishing software and as a general department coordinator. The division of time would be approximately 35 percent with the Director of Sports and 65 percent with the Director of Publications and Communications.

ESSENTIAL AND RELATED JOB RESPONSIBILITIES FOR THE DIRECTOR OF SPORTS:

- Assist in proofing all publications (including rule books, case books, exams and questionnaires), correspondence with committees; makes edits as necessary.
- Coordinate the process of developing electronic meeting materials and uploading to the online system.
- Coordinate travel itineraries and materials for committee meetings.
- Facilitate the exchange of correspondence between the NFHS and committees/state association staff.
- Assist Director of Sports with promotion of students with disabilities.
- Maintain departmental contacts in various NFHS directories.
- Other duties as assigned.



ESSENTIAL AND RELATED JOB RESPONSIBILITIES FOR THE DIRECTOR OF PUBLICATIONS AND COMMUNICATIONS:

- Serve as Graphics Arts Assistant in the prepress area of NFHS Publications/Communications Department.
- Revise rules publications utilizing Adobe InDesign.
- Create and/or revise other publishing jobs using Word, Excel and InDesign.
- Assist with High School Today magazine (meeting preparation, committee involvement, maintain mailing list).
- Assist with National High School Hall of Fame (meeting preparation, logistics for annual induction ceremony).
- Assist Assistant Director of Publications and Communications with National High School Sports Record Book and National High School Spirit of Sport Award.
- Other duties as assigned.



JOB DESCRIPTION

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Computer knowledge of Microsoft Office software applications, Web interface programs and video editing.
- Computer knowledge of Adobe InDesign desktop publishing software.
- Computer knowledge of Adobe Photoshop and Illustrator.
- Ability to import data from Word, Excel, Access into InDesign.
- Basic operation of copy machine, printer, scanner and converting text to PDF.
- Thorough knowledge of grammar and spelling to handle proofreading tasks.
- Excellent verbal and written communication skills – phone etiquette, customer service.
- Ability to meet deadlines, multi-task and stay organized.
- Ability to work effectively in team-oriented environment.

REQUIRED QUALIFICATION:

- Bachelor's Degree.