

## Announcement of Vacancy for Position of Assistant Executive Director

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

From: Marty Hickman, Executive Director

Date: August 26, 2015

Re: IHSA Administrative Staff Openings

The Illinois High School Association plans to appoint two Assistant Executive Directors to its administrative staff to fill vacancies created by the upcoming retirements of Marty Hickman and Ron McGraw. General responsibilities for these positions will include administration of IHSA sports/activity programs and other administrative duties in the general operations of the Association. Specific administrative assignments will be made at a later date.

- (1) Applicants must submit a letter of application, a resume, personal references (minimum of 3), 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 bachelor's degree with a master's degree preferred.
  - Training and/or experience in school and/or athletic/activity administration.
  - Well developed human relations, interpersonal and writing skills.
  - Skill in using computers with Microsoft Office, internet programs and other related technologies.
- (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 Craig Anderson, Executive Director Elect. Actual employment will be by approval of the IHSA Board of Directors. One position is targeted to begin no later than January 19, 2016, and the second position is targeted to begin no later than August 1, 2016.
- (7) Interested candidates **must** submit their letter of application, resume and information to: [resumes@ihsa.org](mailto:resumes@ihsa.org)
- (8) Deadline for receiving applications is September 25, 2015.