

A Challenging Career Opportunity As
Communications Director
Of The
Indiana High School Athletic Association



Indiana High School Athletic Association
9150 N. Meridian Street, P.O. Box 40650
Indianapolis, Indiana 46240-0650



Announcement

The Executive Committee of the Indiana High School Athletic Association announces a vacancy for the position of **Communications Director**.

Communications Director – Position Qualifications & Considerations

The successful candidate must:

1. Demonstrate knowledge of the English language and the ability to use it fluently as a skilled writer who is capable of producing newsletters, bulletins, press releases, Op-Ed pieces, etc.
2. Be a good editor with a meticulous attention to detail.
3. Demonstrate the maturity, social skills and general awareness to be the “face” of the IHSAA to media and gracefully communicate the mission whether that be in the press box or a more public setting.
4. Possess public relations skills to arrange and execute IHSAA events above and beyond state championships i.e. sportsmanship presentations, honoring media award winners, etc.
5. Have experience and knowledge in working with desktop publishing (Adobe Pagemaker) software in order to design attractive and creative promotional materials for IHSAA events and publications.
6. Be an innovative and pro-active thinker who will be an active player in keeping the Association progressive in its attitude and approach to current issues.
7. Possess an understanding of high school sports in Indiana and the ability to speak with conviction about the history, tradition and the role of high school sports in our society. (It would be an asset to be able to converse intelligently about sport at all levels – college, professional, Olympic, etc.)
8. Exhibit a working knowledge of the technical side of the internet with the ability to keep the IHSAA web site (www.ihsaa.org) current and interesting.
9. Be a detail-oriented person who can assume the responsibility of fulfilling contract provisions with corporate supporters.
10. Have earned a Bachelor’s degree from a four year college or university.
11. Have successfully demonstrated leadership and administrative abilities in previous employment experiences.
12. Be comfortable working in a profession that requires a flexible schedule that will include several weekends and some weekday evenings.
13. Be a good team player who will be cooperative and supportive with other staff.

Benefits

- Salary – flexible and commensurate with experience and qualifications
- Insurance – Major Medical, Hospitalization, Dental, Vision, Life, Disability
- Retirement Program
- Expense account for business-related activities
- Sick leave and bereavement leave
- Twelve paid holidays and three personal business days per year
- Vacation – 10 days per year which will increase to 20 days with seven years service

Applications

Any qualified candidate interested in being considered for this position should address inquiries, requests for further information and applications to:

Blake Ress, Commissioner
Indiana High School Athletic Association, Inc.
9150 N. Meridian Street, P.O. Box 40650
Indianapolis, IN 46240-0650

Selection Process

Only those candidates who submit applications in accordance with the requirements listed will be considered. After reviewing all application and credentials, the most highly-qualified candidates will be interviewed.

Tentative Timetable

December 6, 2004	Application materials may be requested
January 10, 2005	Completed applications must be received in IHSAA office
January 12-19, 2005	Selected candidates will be interviewed
January 20, 2005	Successful candidate will be recommended to the IHSAA Executive Committee
February 1, 2005 or ASAP thereafter	Successful candidate assumes position.

Indiana High School Athletic Association

Application for the Position of Communications Director

Instructions: Please respond to the following requests, statements and/or questions. Your responses will be a significant portion of the candidate evaluation process. It is your responsibility to provide complete and accurate information.

List the question first followed by your response. All applications and supportive materials must be received no later than January 10, 2005. Applicants will be notified by mail when their application has been received.

Personal Information

1. In no more than one page, tell us about yourself.

Work Experience

2. Provide the following information for each position you have held beginning with your current position:
 - a. Position Title
 - b. Organization name, address, and telephone number
 - c. Name and title of your immediate supervisor
 - d. Number and type of personnel under your supervision
 - e. Your major responsibilities
 - f. Accomplishments attained during your tenure in this position
 - g. Date employed and date you left position (if applicable)

Current Benefit Package

3. Provide your current salary and benefit package

Education and Professional Training

4. Please provide the following information:
 - a. Name and address of your high school and the year of your graduation
 - b. Name and address of all colleges attended; degree/s earned; and major fields of study

Memberships and Honors

5. Please list any professional and community memberships you hold
6. Please describe any honors received and/or elective or appointed leadership positions held.

Leadership Profile

7. Explain why you are interested in the position of Communications Director of the Indiana High School Athletic Association.
8. Elaborate on what experiences you have in sports, especially those sanctioned by the IHSAA.
9. In your daily routine, describe the facets of technology that you routinely utilize (i.e. internet, e-mail, types of software, etc.) and to what degree technology is a part of your current position.

10. Portray your leadership style and philosophy of leadership. Specific examples will enhance your response.
11. What would your colleagues say are your three greatest strengths?
12. What would your colleagues say are two areas in which your professional performance should be improved?
13. Outline your basic philosophy and beliefs regarding education, amateur athletics and the IHSAA.
14. What is your perspective on the IHSAA's role in promoting equity, emphasizing sportsmanship and providing participation opportunities?
15. Describe what you consider are the two most significant challenges the IHSAA faces.
16. Discuss your experiences as a public speaker.
17. Explain why you are the person that should be hired to fill this vacancy.

You are invited to submit any additional materials that you think would enhance your application for this position.

I hereby affirm that all of the information submitted on this application is true and accurate to the best of my knowledge. Furthermore, I authorize the Indiana High School Athletic Association or its agent full access to any of my current or previous employment records to verify the information provided herein. It is understood that any deliberate misrepresentation or omission of facts will result in my being eliminated from consideration for the position of Communications Director, and may result in termination of employment if discovered subsequent to my being hired.

Signature

Date