



To: Principals of IHSA Member High Schools
Other Interested Parties

From: Craig Anderson, Executive Director

Date: June 15, 2017

Re: IHSA Coordinator of Special Programs

The Illinois High School Association plans to appoint a Coordinator of Special Programs to its administrative staff to fill a vacancy. General responsibilities for this position will include support of IHSA sports/activity programs and other administrative duties in the general operations of the Association.

- (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 bachelor's degree.
 - Training and/or degree in 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 and Kurt Gibson, Associate Executive Director. Actual employment will be by approval of the IHSA Board of Directors. August 14, 2017 is targeted as the effective date of the appointment.
- (7) Interested candidates **must** submit their letter of application, resume and information to: resumes@ihsa.org
- (8) Deadline for receiving applications is July 14, 2017.

AED Opening/Cord of Special Prog/CofSPOpening