

POSITION OPENING: Associate Director

MAJOR RESPONSIBILITIES:

- Sports administrator – seasonal sports / activities; manage state championship events in assigned sports, particularly golf, track & cross country
- Specific sports' duties may be adjusted after hiring
- GHSA policies and by-laws interpreter
- Student eligibility reviews and decisions
- job related travel
- assist Executive Director in any and all association tasks and objectives

PERSONAL / PROFESSIONAL CHARACTERISTICS:

- strong knowledge of high school sports
- strong knowledge of the GHSA constitution and By-Laws; student eligibility rules
- strong inter personal skills to build and maintain relationships with member schools
- knowledge of operational policies and procedures through the Georgia Department of Education

QUALIFICATIONS:

Minimal: Bachelor's Degree with field related experience

Preferred: Master's Degree and/or beyond with field related experience

SALARY & BENEFITS:

Salary commensurate with education and experience. Excellent benefits are available.

BEGINNING DATE:

TBD

APPLICATION PROCESS:

Open until filled (Send letter and resume to GHSA address below)

1. Letter of interests with full contact information
2. Career resume
3. List of references

For further information contact:

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