



Utah High School Activities Association **Procedure & Description for the positions of Assistant Director**

1. Positions of Assistant Director will be open and advertised through media and on UHSAA.org on Tuesday, March 21. All applications must be received no later than Monday, April 17th. The link to apply is UHSAA.org/apply.
2. A Search Committee will meet and review all applications and reduce the pool to a workable number for final interviews.
3. The final candidates will be notified on Tuesday April 18th, to interview on Thursday, April 20th, at the UHSAA office. April 20th is the only day interviews will be held. Final selections will be made and the applicants notified within a reasonable time following the interviews.
4. The tentative starting date will be Thursday, June 1st. The position carries a twelve-month contract. Salary will be commensurate with professional qualifications and experience. A full benefit package is included.
5. Bachelors Degree is required and Masters Degree is preferred with experience in education or administration.
6. It is preferred that applicants have the following qualifications:
 - A. Knowledge and sound educational philosophy of interscholastic activities.
 - B. Background in activities administration.
 - C. Ability to organize and work with others.
 - D. Varied talents and attitudes which complement abilities of other staff members.
 - E. Excellent writing and communication skills.
 - F. Skills in computer technology.
 - G. Expertise in event management.
 - H. Knowledge of sports rules.
 - I. Skills in the business and corporate sponsorship environment.
 - J. Ability to foresee needs and initiate progress to serve member school needs.
 - K. Ability to work with diverse groups.
 - L. Understanding of the role of the UHSAA.
7. The primary responsibilities for the position of Assistant Director include:
 - A. Director of sports and activities to be determined
 - B. Student Leadership, Sportsmanship and Coaches Education
8. All interested applicants must apply online at UHSAA.org/apply. The completed application must be submitted online by Monday, April 17th.

Questions may be referred to:

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UHSAA Assistant Director

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