



**Utah High School Activities Association
Announces the Retirement of
Jeanne Widerburg,
UHSAA Office Manager,
and the
Procedure for Employment of a Replacement**



Mr. Rob Cuff, Executive Director of the Utah High School Activities Association, has announced the retirement of Jeanne Widerburg after twenty years of dedicated service as Office Manager to the Association.

Position Available:

Office Manager

Full-Time Salaried Position with Benefits

Procedure and Time Table for Employment

1. The position of Office Manager will be open and will be advertised by email on November 8, 2022. All applications must be received by Tuesday, November 29, 2022.
2. A committee will meet and review all applications and reduce the number of applicants.
3. The final candidates will be notified on Thursday, December 1, and invited to interviews on Tuesday, December 6 (this will be the ONLY day interviews are held).
4. The anticipated start date will be Tuesday, January 10, 2023 (date may be negotiated).
5. Responsibilities and Qualifications can be viewed at:
<https://www.uhsaa.org/UHSAAOfficeManagerRequirements.pdf>.
6. All interested candidates should fill out an application at
<https://www.uhsaa.org/machform/view.php?id=76304>.
The completed application must be submitted online by Tuesday, November 29.

**Utah High School Activities Association
c/o Jeanne Widerburg, Office Manager
199 East 7200 South
Midvale, Utah 84047
Phone: (801) 566-0681
E-mail Address: widerburg@uhsaa.org**

UHSAA is an Equal Opportunity Employer



Utah High School Activities Association Office Manager Job Posting Information

About the UHSAA

The UHSAA is the leadership organization for high school athletic and fine arts activities in Utah. Since 1927, the UHSAA has led the development of education-based interscholastic athletic and fine arts activities that help students succeed in their lives. The belief is these activities are an essential part of the high school experience and go a long way to improving academic performance and producing better citizens. The UHSAA reaches 158 member schools and over 100,000 participants in high school activity programs. The organization sanctions various sports and the activities of music, speech/debate and theatre/drama in six different classifications.

Primary Responsibilities and Duties

The Office Manager serves UHSAA member schools through these responsibilities:

- Supervises UHSAA support staff.
- Works closely with the UHSAA Board-of-Trustees and Executive Committee by taking board and meeting minutes.
- Works closely with the Executive Director in managing the Association's finances.
- Responsible for day-to-day financial management of the Association by implementing and adhering to the UHSAA's financial policies, with responsibilities including, but not limited to: accounts payable, accounts receivable, payroll, etc.
- Completion of administrative tasks, such as filling out paperwork and filing records.
- Works closely with the Executive Director in creating the annual operating budget.
- Assists in the annual audit process by providing information and data as requested.
- Responsible for managing Association's Human Resources, which includes, but is not limited to: health-and-retirement benefits, employee leave, etc.
- Answers questions from co-workers, school administrators, customers, and/or stake holders regarding financial information or issues.
- Fosters and promotes cooperative relationships with others.

Qualifications, Skills and Characteristics

- Bachelor's degree preferred.
- Secondary school administrative support experience preferred, especially in an office support and/or financial role.

- Demonstrates an open and pragmatic approach to new ideas and change.
- Ability to work under pressure with minimal supervision.
- Ability to determine priorities and work independently.
- Strong communication skills, both verbal and in writing.
- Demonstrates knowledge and skill in representing the organization positively at all times, in all ways, and to all constituents.
- Understands the latest in technology to communicate with internal and external constituents.
- Unquestionable honesty, integrity, character, and trustworthiness.
- Credible, caring, confident, and committed.
- Utilizes discretion when participating in sensitive conversations.
- Respects and honors diversity. Recognizes and acknowledges diversity and inclusion among various constituents.
- Understands and values young people, and understands the importance of 'family' and 'team' in a work environment.
- Ability to cultivate a positive office environment.
- Passion for high school education-based athletics and activities.

Employment Benefits

- The selected candidate will be offered a competitive salary based on the position, experience, and education, including a competitive benefit package: (Health/Medical, Dental, Term Life, Long-Term Disability, Utah Retirement System Pension Retirement Plan/401k).
- Twenty vacation days per year, 12 days of sick leave per year, and paid holidays.

Questions

Utah High School Activities Association
c/o Jeanne Widerburg, Office Manager
199 East 7200 South
Midvale, Utah 84047
Phone: (801) 566-0681
E-mail address: widerburg@uhsaa.org

UHSAA is an Equal Opportunity Employer.