

### **OSAA Assistant Executive Director**

The position of Assistant Executive Director would include, but not be limited to, the following duties:

#### **Minimum Qualifications:**

- Has served a minimum of five years as an OSAA member with at least two years of service at the District or Executive Board levels of the OSAA.
- Has served a minimum of five years as a full-time intercollegiate athletic administrator.
- Has familiarity with OSAA collegial associations: OSAA, OSAA, BAA, OBA.
- Has a working knowledge with technology inclusive of, but not limited to MS Office Suite, Google Suite, Outlook, Zoom/Google/Other Video Conferencing and PowerPoint.
- Has a working knowledge of audio-visual equipment and technology.
- Has ability to manage social media to advance the association's presence on both a local and national level.
- Knowledgeable of working relationship among OSAA Districts, OSAA State and NAAAs organizations.

#### **Operational Responsibilities:**

- Oversees the development and coordination of the Annual OSAA State Conference
- Serves as the OSAA Certification Chair and oversees all aspects of certification and CAI exams for OSAA members
- Works with the Executive Director in the coordination and marketing of the OSAA Partnership/Sponsorship program.
- Assists with the Membership: Organizes and coordination of membership notes with OSAA Treasurer
- Assumes additional duties as assigned by the Executive Director and the Executive Board

#### **Travel Expectations:**

- Attendance at all Executive Board of Directors meetings
- Attendance at OSAA State Conference
- Attendance at NAAAs National Conference
- Attendance at NAAAs Section meeting
- Engagement at OSAA Summer Institute
- Ability to respond to leadership and membership needs as necessary

#### **Responsibilities:**

- Conference registrations at OSAA and NAAAs Conferences
- Lodging at OSAA, NAAAs and Section 2 conferences/meetings
- Mileage (per IRS rules) for all required association meetings
- Additional travel reimbursements to conferences as approved by the Board of Directors
- Initially, there may be no stipend. Future consideration for such will be at the discretion of Board of Directors

#### **Application Process (see "Successful Process" notes below)**

- Qualified applicants will submit a letter of interest
- Include a resume which highlights candidate's meeting minimum and position expectations.
- Deadline for application will be **1/16/25**.