

SCHSL Office Assistant

QUALIFICATIONS:

High School diploma or equivalent and at least one year of office assistant or clerical experience or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

The position prefers the following knowledge, skill and ability to perform the job successfully:

- General knowledge of high school athletics and office administration
- Ability to determine priorities, work independently and as a team
- Knowledge of Microsoft Office
- Ability to effectively communicate information verbally and in writing to the organization, as a whole, individuals and outside entities
- Ability to work under pressure with minimal supervision

SCHEDULE:

The individual in this position will serve the SCHSL in a part-time role, Monday through Friday, no more than 25 hours per week from 7:30 a.m.-12:00 p.m.

REPORTS To: Associate Commissioner and Office Manager

RESPONSIBILITIES AND DUTIES:

THE FOLLOWING DUTIES ARE NORMAL FOR THIS POSITION AND ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE.

- Answer the League's incoming calls in a reasonable time period and answer general questions regarding dates of events, clinics, championships, conferences for the SCHSL, related events, or other general League information, with confidence.
- Quickly determine the nature of incoming calls and direct the caller to a specific staff member, if necessary, to handle the issue.
- Direct callers to the correct organization, if not the SCHSL (i.e. SCAAA, SCACA, or other pertinent entity) and provide contact information at those other organizations including their telephone number, web address, and/or contact name.
- Provide general information relative to SCHSL event sites/venues, ticket prices, fax numbers for information transmission and website direction with confidence.
- Check incoming voicemail to the SCHSL's mainline and direct messages and information to staff as necessary.
- Greet incoming visitors and inquire how they may be assisted.
- Maintain a cheerful and upbeat attitude as this position is the first person encountered when visitors enter the building.
- Screen any unsolicited drop-in visitors and be prepared to handle aggressive and insistent individuals.
- Have the ability to lightly converse with visitors and make them feel welcome upon entering the building.
- Assist SCHSL staff as necessary with clerical needs or special projects that may arise.

- Assist staff with loading/unloading materials and packages as necessary.
- Other duties as assigned.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to fifty pounds of force occasionally, up to twenty pounds of force frequently, up to ten pounds of force as needed to move objects and the ability to climb stairs.

EVALUATION:

Performance of this job will be evaluated in accordance with the provision of the SCHSL policy manual and assessment instruction for administrative personnel.

BENEFITS:

This position is part-time and according to the SCHSL Employee Handbook is not eligible for any benefits. Additionally, this position is not eligible for overtime employment.

WORK YEAR AND SALARY

The salary for the 52-week position will be negotiable depending upon experience and other relevant qualifications.

APPLICATION PROCEDURE

As an applicant you shall submit:

1. A letter of interest.
2. A current resume of qualifications and experience.

Note: Submit information no later than Tuesday, April 17, 2018.

Send Information to:

Jerome Singleton, Commissioner
SCHSL
PO Box 211575
Columbia, SC 29221-6575

The commissioner of the South Carolina High School League will select candidates for interviews. Final selection will be made prior to July 1, 2018. Deadline(s) will be extended if a suitable candidate is not found during interviews.

The South Carolina High School League is an Equal Opportunity Employer.