



UTAH HIGH SCHOOL ACTIVITIES ASSOCIATION BOARD OF TRUSTEES ANNOUNCES THE Procedure for Employment of a New Assistant Director

1. The position of Assistant Director will be open and advertised on the UHSAA website Tuesday, April 4, 2023. All applications must be submitted online no later than Monday, April 24, 2023.
2. A Committee will meet and review all applications and reduce the number of applicants for final interviews.
3. The final candidates will be notified on Thursday, April 27, and invited to an interview on Wednesday, May 3, 2023, at the UHSAA offices (this will be the ONLY day interviews will be held).
4. Final selection will be made and the successful applicant notified within a reasonable time following the interviews.
5. The anticipated start date will be Tuesday, August 1, 2023 (date may be negotiated).
6. The position carries a twelve-month contract. Salary will be set by the Board of Trustees commensurate with professional qualifications, education and experience. A full benefit package is included.
7. Bachelor's degree is required and graduate work is preferred.
8. It is preferred that applicants have the following qualifications:
 - A. Knowledge and sound educational philosophy of interscholastic activities.
 - B. Background in activities administration.
 - C. Human relationship skills in administration.
 - D. Excellent writing and communication skills.
 - E. Varied talents and attitudes which complement abilities of other staff members.
 - F. Skills in computer technology.
 - G. Expertise in event management.
 - H. Skills in the business and corporate sponsorship environment.
 - I. Respects and honors diversity and inclusion among various constituents.
 - J. Understanding of the role of the UHSAA.

9. All interested candidates must apply online at

<https://www.uhsaa.org/machform/view.php?id=24181>

The completed application must be submitted online no later than Monday, April 24, 2023. Please contact a UHSAA staff member with any questions: 801-566-0681.

