



MHSAA JOB POSTING

RECEPTIONIST

The MHSAA seeks motivated, qualified candidates with a passion for school sports for full-time employment as a receptionist. This position is the “front porch” for the MHSAA in forming positive first impressions for callers and visitors to the association headquarters. Candidates must have the ability to work effectively with others as part of a team that values hard work, commitment, dependability and service. This new staff member must be able to communicate professionally and effectively with member school personnel and other MHSAA constituents.

Primary Assignments:

- Serves visitors by greeting, welcoming, and directing them appropriately.
- Handles all initial phone traffic with a professional and friendly demeanor.
- Answers basic phone questions directly or refers inquiries to other staff members.
- Additional duties could include support to programs that include officials, coaches and administrators.
- Contributes to team effectiveness by completing specific tasks on-time.

Necessary Skills:

- Self-motivated, self-directed individual with a strong work ethic.
- Superior verbal communication skills and patience.
- Competence with current technology including all Microsoft programs.
- High attention to details, deadlines and timelines.
- Dependability, self-confidence and professionalism.
- Strong focus on customer service to member schools.
- Team-oriented focus with a real passion for the purpose and mission of the school sports experience.

The MHSAA will offer the selected candidate a competitive salary and benefit package based on previous experience and skills set. The target start date for this new staff member would be by September 1, 2022.

Individuals who wish to be considered for this position must provide a cover letter, résumé and list of at least four professional references via email to jobposting@mhsaa.com. The application deadline for submission of materials is **4 p.m. on Thursday, July 28**.

The MHSAA is a private, not-for-profit corporation of voluntary membership by more than 1,400 public and private senior high schools and junior high/middle schools which exists to develop common rules for athletic eligibility and competition along with providing sponsorship and administration of MHSAA postseason tournament events. The MHSAA is an equal opportunity employer.