

# Alberta Schools' Athletic Association (ASAA)

## Administrative Assistant

The ASAA is the governing body for high school sport in the province of Alberta, administering provincial championships in 12 sports for 380 member schools. The ASAA oversees the schools that coordinate our 30 provincial championships and provides administrative assistance to school athletic directors and coaches. The ASAA coordinates several additional initiatives aimed at enhancing the interscholastic sport experience including the Alberta Interscholastic Athletic Administrators Association (AIAAA) and SchoolCoach.ca – online coaching initiative.

The ASAA is inviting applications for the position of Administrative Assistant. This is a full-time position, renewable annually following satisfactory evaluation. The position will be in Edmonton, Alberta intended to start February 2018. The position is 30 hrs/week ranging from \$20-\$22/hr based on qualifications and includes a comprehensive health and benefits package.

### Responsibilities

The Administrative Assistant will:

- Handle telephone reception and perform several general office duties including, but not limited to; postage/shipping, filing, online athlete/team registration, athlete transfers, updating website content, and database entry.
- Provide assistance to ASAA staff members, zones, and Executive Committee as required.
- Coordinate administrative duties for Executive Committee meetings (7 annually) and Board meetings (2 annually).
- Assist each of eight zones and member schools in the provision of ASAA related materials and information as required.
- Administer the tournaments section of the ASAA website and assist in the compilation of various publications as required.
- Complete other duties as assigned.
- Weekend, primarily Friday night, and Saturday, work is required a couple of times a year during the school year with time off in lieu

### Qualifications and Experience

The successful candidate should possess the following:

- Excellent communications skills, both verbal and written;
- Excellent interpersonal and organizational skills; ability to manage and prioritize tasks;
- Computer skills in MS Office and Adobe Creative Suite & Google required;
- Willingness to learn new skills to better serve the association;
- Preferable: Degree or diploma in office administration, sport administration, business, education or related field;
- Preferred but not required: knowledge of the school sport system in Alberta.

### Applications:

*Only emailed resumes will be accepted (must be PDF format). Applications missing a separate cover letter will not be considered. Qualified applicants are invited to express their interest by emailing a cover letter and resume **by January 19th, 2018** to the address below.*

**Michael Steele, Senior Assistant Director**  
**Alberta Schools' Athletic Association**  
**11759 Groat Road**  
**Edmonton AB T5M 3K6**  
**E-mail:** [michael@asaa.ca](mailto:michael@asaa.ca)  
**Website:** [www.asaa.ca](http://www.asaa.ca)

*Thank you. Only those candidates to be interviewed will be contacted.*