

NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION

1161 Route 130 North
Robbinsville, NJ 08691

APPLICATION FOR POSITION OF ASSISTANT DIRECTOR

Job Requirements

- Bachelor's Degree, required, and master's degree, preferred
- Minimum 5 years of successful leadership experience
- Successful experience with interscholastic athletics
- Commitment to results and a "can-do" mindset with emphasis on accountability
- Excellent communication/presentation skills and attention to details
- Must possess high level of integrity, humility, and impeccable work ethic

Application Questions

In a separate document, provide comprehensive, written answers to the following questions. Please submit your responses, and your resume, to Tony Maselli, Chief Operating Officer, no later **Friday, July 2, 2021** (tmaselli@njsiaa.org).

Interviews will be held during July 2021 with a starting date no later than September 30, 2021.

1. Briefly discuss your professional background and experience.
2. List your involvement with interscholastic athletics (other than as a participant).
3. Discuss your experience with track and field. Please list your efforts organizing and hosting large-scale track and field events.
4. Discuss your experience with other interscholastic sports. Please list your efforts organizing and hosting any other sporting events.
5. Discuss successful leadership roles...athletic leagues and conferences, professional associations, community, vocation and/or avocation.
6. Provide examples of your ability to handle multiple responsibilities within a normal working day.
7. Please list any previous involvement with the NJSIAA, if applicable.
8. Provide at least three references with appropriate contact information.
9. Lastly, please provide a written statement (not to exceed 300 written words) that specifically addresses your experiences and accomplishments that address why you are the best candidate.

Job Description (see next page)

NJSIAA Assistant Director

Job Description

Overview

NJSIAA Assistant Directors will oversee all sports-related operations for assigned sports by the Executive Director. Assistant Directors will also oversee any other programs or activities as requested by the Executive Director. As a member of the leadership team, Assistant Directors will also assist in the development and implementation of the strategic plan.

Primary Responsibilities

General:

- Reports directly to the Executive Director
- Serve as a public representative of the Association
- Travel to NFHS-sponsored activities as requested by the Executive Director
- Participate in the strategic planning process

Sports Operations:

- Primary responsibility for the operations of assigned NJSIAA-sanctioned sports
- Oversee all post-season championship events – onsite presence is mandatory
- Maintain sports-specific regulations and ensure the regulations are complete, concise, and consistent with other sports
- Identify and recommend post-season dates/plans for assigned sports to Chief Operating Officer
- Oversee sports specific committee for assigned sports – ensure compliance with Sports Rules Committees guidelines approved by Executive Committee (approved April 14, 2021)
- Assist with preparation of sports-specific budget and ensure expenditures are in line with the budget
- Develop relationship with officials' chapters for assigned sports
- Work with Chief Operating Officer to facilitate state assignor and rules interpreter interviews
- Develop relationship with coaches' association, if applicable, for assigned sports

Office Operations:

- Primary responsibility for other programs as requested by the Executive Director. Such responsibilities may include, but are not limited to:
 - NJSIAA sponsored activities, such as Unified Sports and workshops
 - NJ Scholastic Coaches Association activities
 - Ad hoc committee support, as requested
 - Eligibility support, as requested
- Establish productive working relationships Chief Operating Officer, Chief Compliance Officer, other Assistant Directors, and office staff
- Assist in annual review process of office staff
- Cultivate relationships with member schools and seek ways to improve NJSIAA's quality of service