



Position Posting
SDHSAA ADMINISTRATIVE ASSISTANT

NOTICE IS HEREBY GIVEN that the South Dakota High School Activities Association is posting an Administrative Assistant position for consideration. This position will remain open **until June 16, 2025**.

The South Dakota High School Activities Association is looking for a highly organized and detail-oriented Administrative Assistant to help the SDHSAA office to run smoothly and efficiently. This is a great opportunity help direct and coordinate interscholastic activities carried on by the member high schools of South Dakota.

Organized in 1905, the South Dakota High School Activities Association is a voluntary non-profit creature of SDCL 13-36-4 and is responsible for the oversight, direction, and coordination of interscholastic athletics and fine arts activities carried on by its member high schools in the State of South Dakota. Its 180 member high schools are comprised of public, private, direct federal, and federal grant high schools. Its nine-member elected and representative Board of Directors is comprised of representation within four divisions based upon size, two Board of Education member divisions based upon size, Native American School representation, and East and West River At-Large positions. The SDHSAA sanctions, directs, and coordinates 33 different state events across 23 different athletic and fine arts activities.

Interested parties should submit a letter of application, completed SDHSAA application, resume, and references to SDHSAA Executive Director Dr. Daniel Swartos via e-mail at daniel.swartos@sdhsaa.com or via physical mail addressed to:

SDHSAA
Attn: Dan Swartos
PO Box 1217
Pierre, SD 57501

Questions regarding the position should be directed to Dr. Swartos via e-mail at daniel.swartos@sdhsaa.com or via telephone at 605-224-9261.



SDHSAA Administrative Assistant
Job Description

POSITION TITLE: SDHSAA Administrative Assistant

FLSA STATUS: Non-Exempt

REPORTS TO: SDHSAA Executive Staff, SDHSAA Board of Directors

POSITION LOCATION: SDHSAA Office- Pierre, SD

GENERAL DESCRIPTION OF POSITION: The South Dakota High School Activities Association is looking for a highly organized and detail-oriented Administrative Assistant to help the SDHSAA office to run smoothly and efficiently. This is a great opportunity help direct and coordinate interscholastic activities carried on by the member high schools of South Dakota.

ESSENTIAL AND RELATED JOB RESPONSIBILITIES:

General Responsibilities

- Assist SDHSAA Executive Staff with preparations for sport and activity seasons, to include SDHSAA state championship events
- Answer phone calls, respond to emails and greet visitors
- Schedule appointments and maintain calendar
- Prepare communications, such as memos, emails, reports and other correspondence
- Write and edit documents from letters to reports and instructional documents
- Create and maintain filing system, both electronic and physical
- Other duties as assigned

Specific Responsibilities

- Assist the Assistant Executive Director for Girls Athletics, to include the sports of boys and girls tennis, competitive cheer, competitive dance, volleyball, sideline cheer, boys and girls basketball, gymnastics, and softball
- Update SDHSAA directory Information
- Organize and file annual eligibility reports
- Organize and file annual School Board Resolutions
- Organize and reserve hotel rooms for team state tournaments and Board of Directors meetings
- SDHSAA Yearbook publication
- Assist with the organization of Women in Sports Day
- Create timesheets
- Organize recipients of the SDHSAA Distinguished Service Awards
- Maintain the SDHSAA Permanent Book of Records
- Assist the SDHSAA Assistant Executive Director for Fine Arts as needed

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent verbal and written communication skills across a wide variety of stakeholders, to include students, parents, coaches, administrators, officials, legislators and other elected officials, media, and venue staff.
- Ability to manage stress and high-emotion situations effectively.
- Ability to meet deadlines, multi-task, and stay organized.
- Ability to work effectively in a team-oriented environment.
- Basic knowledge of technology software applications and web-interface programs.

GENERAL TIMELINE (SUBJECT TO CHANGE):

- Position opens: May 12, 2025
- Position closes: June 16, 2025
- Interviews and Candidate Selection: July 7-8, 2025 (subject to change)
- Transition period- Week of July 28, 2025
- Position Start Date: August 6, 2025

OTHER INFORMATION:

- Salary- TBD, commensurate with experience
- Benefits-
 - Full single health insurance with annual HSA contribution
 - Single dental insurance coverage
 - Complimentary \$15,000 life insurance policy
 - 6% matching contributions to SDRS
 - Annual, Personal, and Sick Leave per SDHSAA Policy Manual

REQUIRED APPLICATION MATERIALS:

- Letter of Application
- Official SDHSAA Application Form
- Resume
- Letters of Reference

SDHSAA CONTACT FOR QUESTIONS REGARDING THE POSITION:

- SDHSAA Executive Director Dan Swartos
 - daniel.swartos@sdhsaa.com
 - 605-224-9261

THE SDHSAA IS AN EQUAL OPPORTUNITY EMPLOYER. In accordance with all Federal and State Laws, the SDHSAA does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, gender, marital status, pregnancy, sexual orientation, age, disability, veteran's status, or any other protected class in the offering of all services and employment opportunities.