



National Interscholastic Athletic Administrators Association

Available Position of Professional Development Manager

The National Interscholastic Athletic Administrators Association (NIAAA) is seeking applicants for a full time position of Professional Development Manager. The NIAAA is a 501c3 professional organization of high school and middle school athletic administrators. Responsibilities of the position include but are not limited to:

- Management of all office responsibilities related to professional education programs
 - Leadership Training Institute (Education Program)
 - Certification Program

Minimum Requirements:

- Two year college degree
- Computer skills including Microsoft office applications of Word, Excel and Outlook
- Demonstrates strong oral, written and electronic communication skills
- Displays qualities of professionalism, integrity, initiative, enthusiasm, cooperation and adaptability

Preferred Requirements:

- Four year college degree
- Working knowledge of Microsoft Access, Publisher and Power Point
- Interest in administration of interscholastic athletics

Salary and Benefits Package:

- Salaried Position: Starting Salary Range - \$30,000 - \$34,000
- Benefits package to include:
 - Insurance
 - Qualified 401k Retirement Plan
 - Eleven vacation days
 - 12 Personal days
 - Fourteen holidays

Application Process:

Applicant must include the following:

- Letter of application
- One page narrative highlighting the strengths of the applicant
- Resume
- Three references with complete contact information

Applicants should send all materials to Michael Blackburn, CMAA, associate executive director, 9100 Keystone Crossing, Suite 650, Indianapolis, IN 46240. Deadline for submitting applications is April 1, 2010. Anticipated date of employment is May 1, 2010.