



## Minnesota SRC Admin Office Position Posting

---

The Minnesota State Referee Committee is looking to hire an office administrator for work starting August 1, 2023. Job description and expectations are listed below. Application deadline is June 12, 2023. Please submit cover letter, resume, and references to [hr@minnesotasrc.com](mailto:hr@minnesotasrc.com) by that date.

### Personal Qualities

Helpful

Willing and excited to work with people

Patient

Empathetic

Eager and willing to learn and use new technology/web interfaces

### Expectations

Assist with the learning center.

Assist with registration requirements

Timely processing of certification

Distribute emails received on the MNSRC website.

Distribute requests to the appropriate Directors

Assist in scheduling clinics, fitness tests, and other necessary events

Assist in scheduling mentors for events

Set up zoom sessions for continued learning opportunities

Set up travel for events based on SRC approval

Prepare reimbursement requests to Treasurer for approval in a timely manner

Mail out badges to Referees. Follow up on address issues and re-mail as necessary

Maintain office supplies

Distribute Hall of Fame – invites. Also, research venue and food options, and order plaques.

Support the SRC members with whatever admin needs they may have

SRC to provide a cell phone with designated office hours (they can be brief, like noon to 3 PM M-F) and voice mail/text messaging that can be addressed during "additional" office hours (e.g., 9 AM-noon and 3 PM-5 PM position would do callbacks/text backs)

### Benefits

Salary range \$30-35k/year

Negotiable Sick days/family days

Negotiable Vacation

Non-Erisa 403(b) no match.