

**Illinois High School Association**  
**Job Description**  
**for**  
**Assistant Director of Information Technology**

Reports to: Director of Information Technology

Accountable to: Director of Information Technology and Executive Director

Coordinates with: All staff and administrators, records, accounting, HR, and publishing

**Responsibilities:**

- Provide in-office support in helpdesk work, routine system administration, and supporting the technology that runs IHSA events and operations
- Set up workstations, troubleshooting printer and network issues, manage user accounts in Active Directory
- Support staff with Office 365 and other software needs, keep inventory of equipment and handle general office needs
- Provide support of on-site technology setup at state finals, troubleshooting issues during events, and assisting with various data and scoring systems across all sports and activities
- Opportunities for growth in technical work including database administration, web support, and assisting with development projects
- Supports internal and external business users with technology and information requests

**Required Qualifications:**

- 2 or more years' experience in IT support, helpdesk, or a similar role
- Working knowledge of Windows, Active Directory, and Microsoft 365 administration
- Ability to troubleshoot hardware, networking, and software issues without a script
- Good written and verbal communication
- Requirements gathering and process redesign experience
- Reliability and follow-through
- Willingness to travel within Illinois occasionally and work some evenings/weekends during tournaments

**Preferred Qualifications:**

- Bachelor's degree or equivalent in technology related field
- Experience with SQL Server, basic scripting (PowerShell, VBA or similar)
- Familiarity with web technologies, Microsoft Office (including Access)
- Background in athletics or education