

To: All NMAA Member Schools, Basketball Officials and Other Interested Parties

From: Sally Marquez, Executive Director  
Dana Pappas, Commissioner of Officials/Deputy Director

Subject: Position Announcement and Deadlines for Application  
**BASKETBALL VARSITY REGIONAL ASSIGNOR – Central Region**



Date: September 1, 2016

The New Mexico Activities Association is soliciting applications for the position of Basketball Varsity Regional Assignor for the **Central** region. The new assignor will be on a five-year contract for the 2016-2017 basketball season through the 2020-2021 basketball season. All assignors are evaluated and contracts are subject to renewal or cancellation at the end of each season.

Below is some general information about the Regional Assignor position and process for hiring:

- 1) Any individual serving as a Varsity Regional Assignor may serve in that capacity for one major sport only (basketball or football). The only exception is if the hiring committee feels the applicant is the most qualified in both sports through the interview process. The Varsity Regional Assignor may serve as an assignor in a major sport and a minor sport.
- 2) Individuals who wish to serve as Varsity Regional Assignors must apply for the position through an application process established by the NMAA office. Once applications are received and screened, applicants will be interviewed by the NMAA Executive Director, the NMAA Commissioner of Officials and other NMAA staff. The NMAA staff will also receive input from the local group leaders within the region for which the position is being filled regarding possible prospects for the Varsity Regional Assignor position.
- 3) Each Varsity Regional Assignor may serve a four-year or five-year term, with the first year of the term being a probationary period. The only exception to the probationary year is if a Varsity Regional Assignor is rehired at the end of his/her initial term. Varsity Regional Assignors may reapply at the end of a term if they so choose and individuals may serve as Varsity Regional Assignors in consecutive terms. The hiring of Varsity Regional Assignors will be staggered so that all positions are not vacant simultaneously.

The timelines for the receipt of applications as well as guidelines for the application process are attached for your reference.

Interested candidates should submit their cover letter, resume and three letters of support to:

Dana Pappas, Commissioner of Officials  
New Mexico Activities Association  
6600 Palomas NE  
Albuquerque, NM 87109  
FAX: 505-923-3114

***The deadline to apply is Friday, September 9, 2016.***

If you have questions or if we can be of assistance, please feel free to contact us at your convenience.



## **CALENDAR FOR SELECTION OF BASKETBALL VARSITY REGIONAL ASSIGNOR Central Region**



<b>September 1, 2016:</b>	Position Announced
<b>September 9, 2016:</b>	Application Deadline
<b>September 12-13, 2016:</b>	Screening of Applications
<b>September 19, 2016:</b>	Interviews
<b>September 26, 2016:</b>	Notify Individual of Selection & Public Announcement of Central Region Varsity Basketball Assignor

### **MATERIALS NEEDED FOR APPLICATION**

- Cover letter expressing interest in position.
- Resume – Include any information that would specifically qualify you for the position of Basketball Varsity Regional Assignor.
- Three letters of reference/support.

### **GENERAL JOB DESCRIPTION – VARSITY REGIONAL ASSIGNOR**

The following represent the main job duties of the Varsity Regional Assignor, as established by the NMAA. These duties are not all-inclusive and there are other areas wherein the assistance of Varsity Regional Assignors will be necessary:

- Assigns varsity games based on computer assigned master schedule and game changes.
- Rotates to all group meetings in his/her region.
- Confirms assignments and works with group leaders to do so.
- Has technology skills and wide reaching accessibility.
- Assists in the evaluation process for officials. Makes sure everyone gets a fair and honest evaluation and works with group leaders to assign evaluators to games.
- Helps with professional development camps and other opportunities for officials.
- Handles all turnbacks and schedule changes.
- Assists in the assignment of post-season contests.
- Serves as a liaison between the NMAA, the NMOA and NMAA member schools.