

Full-Time Administrative Assistant – MAISA Operations Office

Deadline:

Monday July 24, 2017

District/Organization:

Michigan Association of Intermediate School Administrators

Position Title: Administrative Assistant

Reports To: Executive Director, William Miller

Department/Team: MAISA Operations Office

Supervisory Responsibilities: None

Location: MELG Building, Lansing, MI

FLSA Status: Non-Exempt

POSITION SUMMARY:

The Administrative Assistant provides direct support to the Michigan Association of Intermediate Superintendents (MAISA) team.

These responsibilities may include administrative support of various levels such as, responding to department inquiries via email and phone, day-to-day department office assistance such as record-keeping, filing, organizing, readying department for travel, creating original correspondence and documents as well as updating current documents, department print work, coordinating internal and external activities, scheduling meetings and conference calls, catering and technology needs, set up and tear down of meetings, and creating purchase orders; works closely with Project Management to assist with organizational needs.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

1. Assists in the coordination of special projects, events and office activities.
2. Ability to interact with callers/emails in a manner that is professional and decisive.
3. Notetaking at assigned meeting; processing and editing notes for dissemination.
4. Oversees various weekly/daily office activities which include: arranging for catering upon request, maintaining and ordering office supplies, scanning print documents to electronic versions, maintaining Common Drive documents.
5. Monitors website and updates when necessary.
6. Assists in social media tasks, e.g. posting Tweets when required.
7. Assists with the setup and cleanup of meetings.
8. Assists with hotel accommodations for individuals/groups.
9. Preparing Google forms for registration and data collection.
10. Preparing Excel spreadsheets for data collection.
11. Administrative support that may be required by the Accounting department.
12. Other duties as assigned.

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OTHER DUTIES & TASKS:

- Creates, organizes and maintains documentation and files as needed.
- Researches, gathers and validates reports; enters necessary information.
- Attends meetings, drafts and distributes minutes/agendas as directed by supervisor.

REQUIRED EDUCATION, CERTIFICATIONS, & LICENSURES (minimum requirements):

- Associates Degree or an equivalent combination of education and experience.

REQUIRED EXPERIENCE (minimum requirements):

- 2 to 4 years of demonstrated experience as an Administrative Assistant.
- Intermediate proficiency in Microsoft Word, Excel and Outlook, and navigating the Internet.
- Strong interpersonal and verbal communication skills; professional image and demeanor.
- Must be able to use discretion and maintain confidentiality.
- Must possess strong organizational skills.
- Ability to think critically and make necessary decisions for business.
- Must be able to multi-task and work well under pressure in a fast-paced environment.
- Effective and professional telephone/email and customer service skills.

DESIRED EDUCATION and/or EXPERIENCE:

- Bachelor's Degree with emphasis on office management preferred.
- Excellent customer service, as well as verbal and written communications.
- Professional development/SCECH knowledge helpful.
- Prior work within the Educational field is ideal.
- Strong computer skills, including proficiency with Microsoft Office, Excel and Google Apps.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES (minimum requirements):

- Self-motivated and detailed-orientated with a focus on achieving results.
- Exceptional note-taking skills.
- Must be able to multi-task and work well under pressure.
- Demonstrated ability to communicate effectively across cultural boundaries and work harmoniously with diverse groups of stakeholders and staff.
- Demonstrated commitment to contribute to a safe and positive work environment.

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WORK ENVIRONMENT and/or PHYSICAL DEMANDS:

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of the job.

- The work environment is that of a typical office and/or meeting setting.
- Sit in a normal seated position in front of a computer for extended periods of time.
- The noise level in the work environment is usually low to moderate.
- Ability to see and hear within normal parameters.

This position description is a general statement of required major duties and responsibilities performed on a regular and continuous basis; it is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. This position description does not exclude other duties as assigned.

SALARY AND BENEFITS: Salary will be commensurate with qualification and experience, no less than \$15.00 per hour, plus a comprehensive benefits package.

EMPLOYMENT CONTINGENCIES:

A successful candidate may be required to:

- Submit to a criminal background check, if requested (conducted by outside party).
- Submit and pass pre-employment substance abuse testing, if requested.
- Provide a photocopy of their valid driver's license for tax purposes.
- Present a Social Security Card for name verification and payroll purposes.

HOW TO APPLY:

Interested individuals should send a letter of interest and resume by **July 24, 2017** to:

William Miller
Executive Director, MAISA
1001 Centennial Way, Suite 300
Lansing, MI 48917
wmiller@gomasa.org

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