Job Announcement
Administrative Assistant (Executive Offices)

Responsibility Summary

1. Primary responsibility is the assistant to the PSEA Officers and Executive Professionals.
2. Provides associate staff support to Governance and Executive Office staff.
3. Responsible for PSEA Calendar production and year-round updating, including communication with staff and region governance, when necessary.
4. Draft and format correspondence (letters and emails) to outside groups and members, on behalf of president and executive director. Writing could include outreach to other divisions.
5. Prepare ongoing updates for PSEA’s 3.1(g) Plan, including contact with people who have responsibilities under 3.1(g) for periodic updates.
6. Prepare briefings for outside meetings for officers and Executive Director; includes communicating with outside contacts like school districts and other organizations, as well as region governance and members.
7. Assist in House of Delegates advance preparations and attend Houses to be associate in NBI Production Office.
8. Edit and format Executive Director Board Report.
9. Communicate with region presidents and members.
10. Make travel arrangements for officers and Executive Director.
11. Review member and governance vouchers.
13. Conduct governance election administrative work.
14. Track governance/committee mid-year reviews, end-of-year reviews, and spending plans.
15. Input PSEA budget numbers for Executive Offices, Governance, and Committees.
16. Responsible for meeting logistics for Board meetings, special events, Oversight Committee meetings, and internal staff meetings.
17. Maintain and update records for statewide committee, department, council, commission, and board appointments and alternate appointments.
18. Coordinate with legal and manage annual/biennial Ethnic Minority Elections/At Large Elections.
20. Maintain Executive Offices and Governance central filing system and inventory.
22. Front desk/phone backup assignment, including responsibility for lunch and break coverage when serving as primary back-up for receptionist.
**Knowledge, Skills, and Abilities**

- Knowledge of the general principles and practices that are applied in effective and harmonious office operations, routine administrative and process coordination; and associated record keeping and reporting.

- Knowledge of standard methods of collecting, evaluating, interpreting, summarizing, and reporting on data relating to process support management.

- Knowledge of English grammar, spelling, and punctuation at a level equivalent to that used in writing or adjusting written materials normally consisting of complex sentence structures; multiple syllable words; and punctuation marks for word, number, sentence, phrase, and clause separation.

- Knowledge of methods and applications involved in the preparation of copy for publication and exhibition.

- Knowledge of the types, organization, and use of various kinds of office files that are organized according to multiple indexing methods; and logs, forms, and letter formats used in consolidating information from numerous sources.

- Skill in investigating, gathering, assembling, correlating and presenting facts and developing administrative office process procedures and reports.

- Skill in using computer software applications in support of program activities.

- Ability to self-direct and effectively organize and carry out staff assignments to achieve stated objectives requiring the organization of material and development of procedures without direct supervision.

- Ability to make independent determinations on the best possible resolutions to problems.

- Ability to apply the essential knowledge requirements in dealing with problems encountered in service delivery and administrative process support.

- Ability to compose correspondence of inquiry or explanation relating to a problem, request, or program need by understanding the issue and determining an effective course of action.

- Ability to communicate effectively in a business environment both orally and in writing.

- Ability to exhibit good customer service traits, use tact and discretion in potentially confrontational situations, and use judgment in dispensing business-related information.

- Ability to work independently and adapt to quick shifts in priority or service needs.
• Ability to understand and follow oral and written instructions pursuant to work objectives and general guidelines.

• Ability to identify confidential and/or sensitive information and determine how to properly handle such information.

• Ability to proof varying types of information for conformance with a prescribed pattern or form, to assure adherence to instructions and office procedures, to maintain consistency of requirements, and for compliance with specific administrative or procedural rules.

**Education, Experience, and Special Requirements**

A high school degree is required. An Associate’s degree in a relevant field is preferred.

Substantive secretarial/administrative assistant experience that reflects complex office support functions, self-starting, and independent work unit process/project coordination is preferred.

**How to apply?**

Please send a cover letter and resume to jobs@psea.org by August 15th. PSEA is an Equal Opportunity/Affirmative Action Employer and actively seeks diverse candidates and those with the ability to work on a diverse team with a diverse range of people.