



JOB TITLE: Assistant to the Dirs. Strategic Communications/PD and UniServ and Organizing
DATE OF POSTING: May 25, 2022
CLOSING DATE: June 7, 2022, or until filled
SALARY RANGE: \$46,167 - \$61,868 based on experience and qualifications
ESTIMATED DATE TO FILL: June 20, 2022

Job Title: Assistant to the Dirs. Strategic Communications/PD and UniServ and Organizing

General Description of the Position's Function and Purpose

This position provides skilled support assistance to the Dirs. of Strategic Communications & Professional Development and UniServ and Organizing with minimal supervision and always acting in a confidential and discretionary capacity. This employee reports to Director of Strategic Communications/PD. This employee supports the work in coordinating and controlling the work of extensive and complex programs. Based on knowledge of policies, procedures, views, plans and interest, said employee takes initiative in managing the flow of papers and work, using sound judgment and tact in deciding priorities. The qualifications, duties and responsibilities listed below are those required for the position, but do not encompass all that may be included in the day-to-day performance of this position. This position is located at the ISTA headquarters office in downtown Indianapolis.

Responsibilities:

- Provide administrative support including calendaring for the Director of Strategic Communications/PD.
- Provide administrative support for the Dirs. UniServ and Organizing.
- Assist with all administrative work related to the DuShane Legal Management System and the Association Legal Program.
- Provide support on collective bargaining work as needed.
- Manage Strategic Communications/PD department budgeting spreadsheet and keep current.
- Coordinate and process ISTA scholarship and awards via Submittable.
- Provide support for ISTA events as needed.
- Schedule, note-take, and contribute to department meetings.
- Coordinate district scholarships with UAs.
- Monitor and process UniServ grant applications.
- Provide support and contributions to the strategic workgroups as assigned.
- Other duties as assigned.

Qualifications:

- Relevant associate degree or equivalent experience.
- Three years of progressively responsible executive assistant experience.
- Fast and accurate typing skills.
- Skill in taking minutes and notes.



- Knowledge of ISTA organizational structure, including the internal and external functions, office routines and administrative procedures preferred.
- Knowledge of grammar, spelling, punctuation and accepted typing styles and formats including AP Style.
- Skill in basic mathematical computations, assisting with budget preparations and preparing vouchers for approval.
- Excellent technology skills, including proficiency in Microsoft Outlook, Word, Excel, PowerPoint, Publisher, NEA360 and the operation of common office equipment.
- Flexibility, good judgment, and initiative required.
- Ability to handle confidential matters with discretion.
- Ability to be effective under pressure in solving office problems independently.
- Demonstrated ability to communicate tactfully, courteously, and effectively, both verbally and in writing.
- Detail-oriented and a keen ability to prioritize tasks.
- Ability to work well and harmoniously with others.
- Ability to carry out assignments with minimal supervision.
- Ability to keep accurate records and proficiency in filing.
- Demonstrated experience and success in working effectively under pressure, solving problems, completing work accurately and within established timelines and meeting stringent deadlines.

About ISTA

ISTA is a professional association organized to sustain quality public education, improve students' educational opportunities and advance the professional status of educators.

Our purpose is to develop and organize members as leaders, professionals, and active citizens to improve the professional status of educators and educational opportunities for

Hoosier kids. Learn more about ISTA at ista-in.org The Indiana State Teachers Association provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

Application Procedure

Applications will be accepted through June 7, 2022, or until filled. Please send a letter of interest, resume and contact information for three professional references to Nicole Wise at nwise@ista-in.org.