JOB TITLE: UniServ Assistant - Fort Wayne
DATE OF POSTING: February 11, 2022
CLOSING DATE: February 25, 2022, or until filled
Starting SALARY: $41,192
ESTIMATED DATE TO FILL: March 14, 2022

Job Title: UniServ Assistant
Salary Classification: B

General Description of the Position’s Function and Purpose

This full-time position is assigned to the Fort Wayne office and provides administrative and skilled secretarial assistance to UniServ Directors as assigned. The qualifications listed below are those qualifications required for the position but do not encompass all those activities which may be included in the responsibilities and performance expectations of the job. There are certain daily activities related to the individual’s job which may be performed regularly but are too general in nature to include. This is an Associate Staff position.

Qualifications:

- Graduation from a standard high school or vocational school
- Knowledge of the internal and external functions of the Association
- Excellent technology skills, including proficiency in Microsoft tools, QuickBooks, current communication mediums, Internet navigation, and the operation of common office equipment
- Demonstrated understanding of and accuracy in English grammar, spelling, punctuation, proofreading, and accepted typing styles and formats
- Ability to accurately process and maintain administrative and fiscal records
- Ability to anticipate administrative day-to-day needs of UniServ Director(s) and deliver work that supports the assigned UniServ Director(s)
- Experience using sound judgment in making decisions and ability to work independently on responsible and confidential assignments
- Demonstrated ability to communicate tactfully, courteously, and effectively, both verbally and in writing
- Ability to work effectively and harmoniously with others
- Ability to complete work with accuracy and within established timelines
- Demonstrated experience and success in working effectively under pressure solving problems and meeting stringent timelines

Specific Duties and Responsibilities:

- Act as the receptionist for UniServ Director(s) and UniServ office. Answer telephone and place calls as necessary. Receive mail at office and forward/distribute appropriately
- Respond to routine questions and communications from locals and members. Redirect questions to the UniServ Director(s) or to the Member Resource Center as appropriate
- Prepare and proofread general correspondence
• Schedule appointments and maintain calendar for UniServ Director(s) as requested.
• Arrange for meetings and trainings, i.e., issue invitations, receive RSVPs, send reminders, and prepare all necessary materials including agendas, sign-in sheets, handouts, binders, etc.
• Prepare and manage meeting agendas, minutes, and treasurer reports as requested
• Provide UniServ Director(s) with contact info for local leaders (e-mail, phone numbers, building addresses, etc.)
• Prepare and maintain distribution lists – Presidents, UniServ Council, PAC, DisCo, etc.
• Assist UD in production and distribution of newsletters
• Create survey (electronic or paper) and download survey information
• Access the VAN and pull lists for UniServ Director(s) as requested
• Enter data as requested
• File and scan documents as requested
• Provide documents and resources to local leaders and members as requested (Attorney Referral Program, NEA Member Benefit info, etc.)
• Perform accounting and bookkeeping duties using QuickBooks
• Maintain personnel files of individual members as requested by UniServ Director(s)
• Develop and maintain records and data using Microsoft Office programs and other Association technology
• Assist UniServ Director(s) in the management of the office and maintain an adequate level of office supplies
• Assist UniServ Director(s) with membership training materials/packets as requested and help facilitate the preparation and distribution of membership materials and enrollment forms for the membership campaign. Coordinate with the Member Resource Center as needed
• Create and maintain Excel spreadsheets and databases to manage data collection, perform basic data comparison, and prepare reports as requested
• Perform basic research and monitoring via internet and social media formats as requested and forward relevant info to UniServ Director(s) (example-IDOE, local newspapers, websites, school board agendas/business, Facebook, etc.)
• Prepare materials for hearings, dismissals, Fact-Findings, etc. as requested by the UniServ Director(s)
• Collect, proof, and update local collective bargaining agreements and send to Research Department as requested
• Assist in gathering data for Salary Database (BS0, MS0, MAX, etc.)
• Assist in gathering data for number of potential members (Bargaining unit portion of the School Directory)
• Locate and retrieve school finance documents, salary data, and potential member data as requested by the UniServ Director(s)
• Attend meetings if requested (per ASO contract)
• Perform reasonable miscellaneous job-related activities assigned by UniServ Director(s), supervisor, or the Executive Director or designee
**Application Procedure:**

Applications will be accepted through February 23, 2022, or until filled. Please send letter of interest, resume and contact information for three professional references to Nicole Wise at nwise@ista-in.org.

**About ISTA:**

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