



JOB TITLE: UniServ Assistant – Indianapolis Field Office

DATE OF POSTING: May 1, 2023

CLOSING DATE: May 15, 2023, or until filled

STARTING SALARY: \$42,016

ESTIMATED DATE TO FILL: June 12, 2023

Job Title: UniServ Assistant

Salary Classification: B

General Description of the Position's Function and Purpose

This full-time position is currently assigned to the Shadeland office in Indianapolis. This office will be moving later this year, and this position will move to the new Intech office also in Indianapolis. This position provides administrative and skilled secretarial assistance to the ISTA Field Staff (UniServ Directors, UniServ Organizers, and the Research Specialist) as assigned. This position reports to Sandy Steele, Director of UniServ and Organizing - South. 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 programs, 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 the assigned Field Staff and deliver work that supports the assigned Field Staff-
- Experience using sound judgment in making decisions and the 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 assistant to the assigned Field Staff
- Act as the receptionist for the UniServ Office.
- Respond to routine questions/communications from locals/members and redirect questions to other departments as appropriate.
- Provide documents and resources to locals/members as requested.
- Prepare and/or proofread general correspondence
- Arrange for meetings and trainings (secure facilities, issue invitations, receive RSVPs, send reminders, and prepare necessary materials.) Attend the meeting, if appropriate (per ASO contract)
- Update roles and maintain distribution lists – local leaders, PACs, District Council, etc. Provide assigned Field Staff with contact information for local leaders as requested.
- Develop, maintain, enter and/or collect data using Microsoft Office programs and other Association technology (VAN, Surveys, NEA 360).
- Assist the assigned Field Staff in gathering data for Salary Database, bargaining unit information requests, etc.
- Create and/or prepare reports as requested
- Assist the assigned Field Staff in the production and disbursement of correspondence, newsletters, meeting materials, etc.
- Collect, proof, and/or update local collective bargaining agreements as requested
- File and/or scan documents as requested-
- Provide assistance to the assigned Field Staff in managing the office and maintaining adequate office supplies.
- Perform basic research and monitoring via the internet and social media formats as requested.
- Perform reasonable miscellaneous job-related activities assigned by the assigned Field Staff, supervisor, or the Executive Director, or designee

Application Procedure:

Applications will be accepted through May 15, 2023, 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.

About ISTA:

The Indiana State Teachers Association provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or genetics. Consistent with the ISTA Affirmative Action Plan, minorities, women, individuals with disabilities, individuals of all ages (18 or older), and veterans are encouraged to apply.