

DATE OF POSTING: May 25, 2017

TERMINATION DATE OF POSTING: June 2, 2017

POSITION: **FIELD SERVICES ASSISTANT**

COMPENSATION/BENEFITS: Per SSA/USO Contract
Grade F

STAFF RELATIONSHIP: Responsible to RaeNae Palasio
Associate Manager, Field Services

EMPLOYMENT DATE: As soon as possible

SEND APPLICATION AND RESUME TO: **Michigan Education Association**
Human Resources Department
1350 Kendale Blvd., P.O. Box 2573
East Lansing, MI 48826-2573

BASIC PERFORMANCE EXPECTATIONS:

Work is technical in nature and requires knowledge of all MESSA plans and coverages. Work requires an understanding of how benefit programs are bargained for members with the school districts. Work involves calculation of rate histories and cost savings. Understand rating and causes for the changes in rates. The work includes communicating with members, leaders, school business offices and vendors, and providing secretarial and clerical services for professional staff employees and management supervisor. An employee in this position may be responsible for reproducing and distributing moderately large amounts of duplicated materials. Employees work under general supervision and frequently work alone exercising considerable independence.

This job requires the ability to establish and maintain effective working relationships with the members, leaders, school business offices, vendors, as well as staff and management.

ASSIGNED DUTIES:

Maintain thorough knowledge of all MESSA plans (dental, vision, health, life, LTD) including eligibility rules and how enrollment is processed.

Initiate changes on existing and new groups.

Calculate rate histories, cost savings and cost comparisons. Gathers appropriate census data in order to request quotes. Maintain confidentiality of quotes for bargaining purposes.

Make and receive frequent contact with other departments, UniServ staff and school districts to answer questions and provide explanation.

Make appointments and maintain calendars and schedules.

Create and generate ad hoc reports.

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ASSIGNED DUTIES (continued):

Receive, open, review and handle all incoming mail; compose notes and letters and provide support services for field representatives.

Establish and maintain a variety of complex files using spreadsheets, data base and other systems.

Perform other job related duties as assigned.

MINIMUM REQUIREMENTS:

High school diploma or its equivalent.

Experience and training which provide the following abilities, skills and knowledge:

- ability to keep complex records, to assemble, collect and organize data and prepare appropriate forms, records, and reports with speed and accuracy;
- analytical skills, ability to gather and interpret data;
- ability to make arithmetic calculations rapidly and accurately;
- ability to operate a personal computer and common office equipment;
- ability to learn new computer programs;
- considerable knowledge of English, grammar, spelling, punctuation and vocabulary;
- ability to communicate tactfully, courteously and effectively.

TESTING:

Computation:	70%
Decision Making:	70%
Keyboard (Typing):	45 wpm, 98% accuracy
Language Skills:	70%
Vocabulary:	70%
Visual Speed & Accuracy:	80%
Business Letter:	P/F
Excel Spreadsheet:	P/F
Prioritization Test:	P/F
PowerPoint Test:	P/F

October, 2008