

MEA is deeply committed to diversity and inclusion in its hiring practices. We are an affirmative action, equal opportunity employer. People of color, women, and members of other historically marginalized social identity groups are encouraged to apply.

M 05-21-22

POSTING DATE: October 11, 2021

TERMINATION DATE FOR APPLICATIONS: October 18, 2021

POSITION: **SECRETARY III – CONFERENCES,
TRAININGS & EVENTS**

COMPENSATION/BENEFITS: Per ASO/USO Contract
Grade F

STAFF RELATIONSHIP: Responsible to Kia Hagens
Director of Center for Leadership & Learning

EMPLOYMENT DATE: As soon as possible

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

RESPONSIBILITIES:

An employee in this position will provide support to the director in planning and implementing the conferences, trainings and events of the organization, as well as the preparation and maintenance of certain related records, many of which are highly specialized and confidential.

An employee is expected to exercise initiative, independent judgment, and discretion in carrying out assignments and in screening callers, visitors and mail; in establishing and maintaining appointment schedules; in responding to requests for information; and in general public relations activities; and in establishing and maintaining effective working relationships with the public, members and leaders, as well as staff and management.

ESSENTIAL DUTIES:

Assist in the coordination of conferences, trainings and events of the organization as assigned, including but not limited to: registering participants, arranging venue and food service, reviewing and preparing vendor contracts and/or invoices for approval; discussing vendor contracts for facility rentals, lodging, meals, audio/video services and other similar items; Primary responsibility for the Bargaining, Political Action and PR conference, Summer Leadership Conference, State Staff Meetings, UniServ CORE Training, Leader/Member Training, etc.;

Track and coordinate on-going activities; take formal meeting minutes; draft, proofread, and finalize correspondence;

Secretary III – Conferences, Trainings & Events
Page 2

ESSENTIAL DUTIES (continued):

Make calculations and prepare variety of statistical reports and analysis by compiling data, reviewing data for accuracy, and performing calculations; may update and maintain department databases;

Provide advanced administrative support to an individual, department, and/or division; maintain confidentiality of information; provide assistance to director by screening calls, visitors, and mail; type letters, memoranda, reports, and evaluations; transcribe machine dictation; compose some letters independently; perform public relations duties through contacts with visitors, callers, and general liaison with other organizations;

Maintain a variety of files, mailing lists, and directories;

Oversee inventory of supplies and requisitions for replacement of supplies and equipment;

Process financial documents such as bills, prepare certain billings, vouchers, purchase orders, balance books and reports;

Establish and maintain case/client contract files;

Prepare material for distribution;

Provide information regarding departmental policies and procedures;

Perform other duties of a similar nature or level.

MINIMUM REQUIREMENTS:

Graduation from a standard high school or vocational school.

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

- knowledge of the internal and external functions of the association;
- considerable knowledge of English, spelling, punctuation, and vocabulary;
- ability to use sound judgment in making decisions, to work independently on responsible and confidential assignments.
- ability to process and maintain moderately complex administrative and fiscal records;
- ability to operate a personal computer and common office equipment;
- ability to communicate tactfully, courteously and effectively;

Secretary III – Conferences, Trainings & Events
Page 3

MINIMUM REQUIREMENTS (continued):

- ability to attend division/department functions when overnight absence (away from home) is required.

Knowledge of:

- Modern office procedures,
- Customer service principles,
- Event planning,

Demonstrated ability in taking meeting minutes;

Demonstrated ability in prioritizing work and performing multiple tasks;

Must possess excellent customer service skills;

Demonstrated ability in planning events;

Demonstrated ability in preparing business correspondence and compiling data;

Demonstrated ability in using computers and related software applications;

Demonstrated interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

TESTING:

Computation:	70%
Keyboard (Typing):	60 wpm, 98% accuracy
Language Skills:	75%
Secretary III Test:	70%
Vocabulary:	75%

8/21/15