

**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 07-21-22**

**POSTING DATE:** October 20, 2021

**TERMINATION DATE FOR APPLICATIONS:** October 27, 2021

**POSITION:** **ADMINISTRATIVE SPECIALIST**

**COMPENSATION/BENEFITS:** Grade M6

**STAFF RELATIONSHIP:** Responsible to Shelli Long  
Assistant to President & Executive  
Director, Office Manager

**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

**POSITION SUMMARY:**

Provide confidential administrative support to the Officers, Executive Director, and MEA Board of Directors. Work with Building Full Capacity Locals (BFCL) grant funding, Commissions/Committees and Task Forces (CCTFs), statewide and region delegate elections. Assist with online elections, enter credentials for the Board and cluster delegates to the MEA Representative Assembly (RA) and NEA RA into those respective membership systems of MEA and NEA, process expense vouchers for the Board, MEA RA state delegation and Michigan's NEA RA state delegation, order supplies for the department, and perform governance document research.

While performing the duties of this job, the employee is regularly required to work in a stationary position, move about the office spaces, operate computers and other office equipment, and communicate effectively with internal and external parties. The employee will occasionally move materials up to 20 pounds.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

Answer and screen calls, review mail, set up meeting and events, send out invites for events, draft, type and send letters.

## **Administrative Specialist**

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#### **PRINCIPLE DUTIES AND RESPONSIBILITIES (continued):**

Assist with MEA RA by tracking cluster units/delegates in the RA Book in coordination with the Finance/Membership Information Systems secretary. Track/ensure credentials for Board members, do member count annually to ensure proper number of MEA Board Members are elected. Run RA-specific reports, update mileage chart and expense voucher, prepare elections information for the RA, and maintain corresponding information in membership system. Review and approve expenditures for the MEA RA delegates.

Responsible for coordinating statewide and region elections of Board members and region delegates and tracking/maintaining those records in the membership system, preparing the specific position information for the *MEA Voice* to reach all members prior to the March elections, and answering questions and performing research related to it.

Support the Michigan delegation's credentials to the NEA RA by receiving the unit election forms and adding those delegates to the MEA and NEA membership systems. Contact those units/delegates to ensure attendance at the NEA RA for accurate delegate count and need for hotel accommodations if an in-person event. Coordinate the advances and reimbursement for the state and MEA-Retired delegates. Creates the delegation-seating chart for in-person event.

BFCL funding (or projects as assigned): send email to all Local Leaders with the funding request form. Track requests, notify the MEA UniServ Director and leader of approval or denial after decision by the Secretary/Treasurer, order the disbursement check and track information; design all emails, letters and forms. Receive receipts from locals to verify proper expense.

Staff liaison to the Awards Committee: schedule meeting(s) and perform actions as necessary at the Vice President's direction for the MEA RA. Also, staff assistant to Elections Committee liaison during the MEA RA in coordination with the MEA Executive Office Assistant to the President and Executive Director/Office Manager.

Work with the Vice President to fill open or term-limited positions on the Commissions/Committees/Task Forces (CCTFs) and notify those members. Maintain CCTF records in MEA's membership system to track vacancies, term limits, number of region members allowed, and the positions up for election on commissions during the MEA RA each year.

Assist with tracking and scheduling meetings, developing and distributing meeting minutes, maintaining the contents and archives of official department/governance documents. Administer vendor contracts for facility rentals, lodgings, meals, audio/video services and ensure expenses are within budget.

Prepare reports by compiling data, review data for accuracy, and perform basic calculations. Personal duties for office: maintain and order office supplies and send out email reminders for 3-1(g) and elections.

Promote and support organizational efforts to maintain a diverse, equitable, and inclusive environment where employees of all backgrounds can grow and thrive.

**MINIMUM QUALIFICATIONS:**

Associate's Degree from a two-year college or technical school; or six months to one year of related experience and/or training; or equivalent combination of education and experience.

Minimum of five years of experience in event planning, research and business administration.

**Knowledge, Skills and Abilities:**

- Prior experience in event planning.
- Skilled in grammar, punctuation, and spelling principles.
- Knowledge in computers and related software applications.
- Skills in office management principals.
- Ability to record and transcribe meeting minutes.
- Ability to prioritize work and perform multiple tasks.
- Excellent customer service skills.
- Ability to maintain various confidential records.
- Ability to negotiate event contracts.
- Ability to prepare business correspondence and compile data.
- Knowledge of monitoring and tracking a budget.
- Excellent management skills.
- Ability to streamline work by researching and using new applications.
- Ability to do computation and calculate percentages.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**TESTING**

Typing	45 wpm, 98% accuracy
Proofreader	70%
Excel	P/F
Business Letter	P/F
Dues Cap Research	P/F
netFORUM Test	P/F