

MESSA 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.

MS 53-21-22

DATE OF POSTING: June 14, 2022

TERMINATION DATE FOR APPLICATION: June 22, 2022

POSITION: **ADMINISTRATIVE SPECIALIST**

COMPENSATION/BENEFITS: Grade M5

STAFF RELATIONSHIP: Responsible to Joe Firestone
General Counsel

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 MESSA's General Counsel, the MESSA Legal and Compliance Department as a whole, both the Executive Director and MESSA Board of Trustees (in a capacity as a backup for the Executive Director's Administrative Specialist) and MESSA as a company. Maintain corporate records, file required reports with the appropriate governmental entities, and act as a liaison between the General Counsel or Legal and Compliance Department and other MESSA departments, as well as outside vendors and business partners.

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:

Support the functions of the General Counsel, including scheduling appointments and meetings, arranging travel and meeting details, taking, creating and disseminating meeting notes, composing and sending correspondence, assisting with research, preparing written reports, disseminating information to staff, vendors and business partners.

Administrative Specialist
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PRINCIPLE DUTIES AND RESPONSIBILITIES (continued):

Supervise staff in the absence of the regular supervising managers, providing direction to staff and approving leave time requests, provides direction to non-departmental staff when requested by any staff member(s).

Act as a liaison between the Legal and Compliance and Communications Departments with regard to document creation and revision requests. Act as a liaison between the General Counsel and/or Legal and Compliance Department and outside legal counsel and vendors.

Ensure corporate compliance by preparing and filing necessary and required reports with the appropriate entities, tracking reporting requirements and dates, maintaining highly confidential corporate records, reports and historical corporate information, both electronic and physical.

Act to support the management of the Legal and Compliance Department including purchasing supplies, submitting invoices for payment, coordinating office/equipment repairs, improvements, maintains department files and records, both electronic and physical, coordinates department events and meetings. Processes payments for legal settlements.

Assist the General Counsel in preparing the annual department budget and budgetary requests, calculates costs for a variety of line items, and monitors monthly financial reports.

Serve on and represents the Legal and Compliance Department on committees, assist in the planning and execution of the committees' functions, work together with fellow committee members.

Serve as a back up to the Executive Director's Administrative Specialist in event of absence. Assist Executive Director, MESSA Board of Trustees and MESSA as a whole in the administrative duties normally performed by the Executive Director's Administrative Specialist.

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 two years of administrative professional experience.

Certified legal secretary or administrative professionals NALS certification preferred.

Knowledge, Skills and Abilities:

MINIMUM QUALIFICATIONS (continued):

- Office management, document management
- Strong business writing skills
- Computer Skills (Microsoft Office products)
- Budget development and maintenance
- Calendar/Schedule management
- High level of professionalism
- Ability to troubleshoot
- Proficiency in typing, filing, transcribing notes
- Strong communication skills (written and oral)
- The ability to mentor
- Determine process for getting information necessary for completing a task
- 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

June 29, 2021