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.

POSTING DATE: June 30 2022
TERMINATION DATE FOR APPLICATIONS: July 8, 2022
POSITION: ADMINISTRATIVE SPECIALIST – HUMAN RESOURCES
COMPENSATION/BENEFITS: Grade M5
STAFF RELATIONSHIP: Responsible to Tracy Stablein Director, Human Resources and Brandy Lovelady Mitchell Director, Diversity, Equity & Inclusion
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 Human Resources Director. Maintain effective working relationships with all MEA, MESSA, and MEA Financial Services staff and management, as well as the public, members and leaders.

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:
Process grievances and arbitrations from the seven unions within MEA/MESSA/MEA Financial Services, monitoring timelines, taking notes, coordinating schedules of management, witnesses, outside attorneys, and arbitrators. Perform grievance research in preparation of arbitration, including arbitration exhibits.
PRINCIPLE DUTIES AND RESPONSIBILITIES (continued):

Complete legally required forms and reports to government agencies in a timely manner. Complete Verifications of Employment, while adhering to company policy. Respond to subpoenas requesting information of an employee.

Prepare, process and maintain a variety of personnel records, documents, and files, including employee evaluations, Safe Workplace packets, and other related human resources information. Responds to sensitive requests for information and assistance and refer inquiries as appropriate.

Process and review Educational Assistance Plan/Tuition Reimbursement requests for employees. Monitor and track request and approve expenditures.

Maintain and monitor all seniority lists of the seven unions within MEA/MESSA/MEA Financial Services, calculating dates when necessary to adhere to union contracts. Responsible for Affirmative Action Reporting for MEA/MESSA/MEA Financial Services, including mandatory state and federal government reporting.

Track and schedules meeting, develop and distribute documents and reports for Executive Committee meetings and MEA Board meetings, including labor relations reports, bargaining reports and Affirmative Action reports.

Coordinate the New Employee Orientation program.

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 related work experience.

Knowledge, Skills and Abilities:

- PC skills, including Microsoft Office.
- Maintain knowledge of legal compliances.
- Background in arbitration research.
- Organization skills, strong work ethic.
- Ability to manage time and prioritize work.
- Knowledge of MEA’s organizational structure including field work.
MINIMUM QUALIFICATIONS (continued):

- 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