



NOTICE OF VACANCY

M 43-22-23

POSITION:	Secretary III	LOCATION:	East Lansing
Responsible to:	Kevin Marvin, Eastern Zone Director	SALARY RANGE:	Grade F Per ASO/USO Contract
SCHEDULE:	244 Work Days		16 paid holidays and comprehensive benefits package
POSTING DATE:	July 28, 2023	DEADLINE:	August 4, 2023

ABOUT MEA

The Michigan Education Association (MEA) is committed to advancing public education professions, building a fully engaged membership, securing a pro-public education legislative agenda, advancing educational equity regardless of where a child lives, and prioritizing high-quality public-education as a fundamental right. MEA's mission is to protect, advocate, and advance the rights of all education professionals which promotes a quality education for all students. MEA represents about 120,000 educators including teachers, counselors, social workers, school nurses, education support professionals in our P/K-12 through our colleges and universities, higher-education faculty, retired members as well as aspiring educators at the high school and collegiate level throughout the state.

MEA is part of a family of companies, which also includes the Michigan Education Special Services Association (MESSA), MEA Financial Services (MEAFS) and our Staff Retirement Plan Board (SRP). In addition, a majority of employees of MEA, MESSA and MEAFS are unionized and members of seven internal staff unions.

JOB DESCRIPTION

Work involves providing all secretarial services for the Zone Director, as well as preparation and maintenance of certain financial records. The work involves preparation of reports based on the records of the department and the association, as well as the maintenance of files, many of which are highly specialized and confidential. The employee works under general supervision with considerable independence.

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

QUALIFICATIONS

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

CANDIDATE PROFILE

The Secretary III will possess the following qualities and characteristics:

- | | |
|---|--------------------------------|
| • Lead by example | • Organized |
| • Confidential | • Ethical |
| • Authentic | • Approachable |
| • Honest | • Knowledgeable |
| • Great listening skills | • Great people skills |
| • Empathetic | • Relationship-building skills |
| • Collaborative leadership | • Strong interpersonal skills |
| • Leads with integrity | • Well-spoken |
| • Respectful and inclusive in a diverse environment | • Positive demeanor |
| • Problem solving skills | • Highly motivated |
| | • Reliable |

RESPONSIBILITIES AND DUTIES

Provide assistance to director by screening calls, visitors, and mail; perform public relations duties through contacts with visitors, callers, and general liaison with other organizations; maintain a variety of files, mailing lists, and directories.

Type letters, memoranda, reports, and evaluations; transcribe machine dictation; compose some letters independently.

Make appointments and reservations; reply to inquiries from callers, visitors, or other association staff; help coordinate conferences and meetings.

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.

Distribute work assignments to temporary employees.

Perform other job related duties as assigned from time to time.

TESTING:

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

12/99 – Format 7/2023

APPLICATION: Please email a resume or CV that demonstrates your accomplishments and qualifications to jobpostings@mea.org. In addition, please include an employment application, which can be found on the MEA website at www.mea.org.