



NOTICE OF VACANCY

M 31-23-24

POSITION: Secretary III - MEA

LOCATION: East Lansing

Responsible to: Mindy Westra
Executive Director of the
Center for Leadership & Learning

SALARY RANGE: Grade F
Per ASO/USO Contract

SCHEDULE: 245 Workdays

15 paid holidays and comprehensive benefits
Package

POSTING DATE: July 30, 2024

DEADLINE: August 06, 2024

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 80,000 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, most employees of MEA, MESSA and MEAFS are unionized and members of seven internal staff unions.

JOB DESCRIPTION

An employee in this position will report to the Executive Director of the Center for Leadership and Learning (CLL) and will assist in the coordination of 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 in this role will also provide clerical support to the Director of Business, Legal & Human Resources and is tasked with various responsibilities that require a proactive approach, the ability to make independent decisions, and a high level of discretion.

The role also involves supporting Professional Staff in the CLL on the coordination of professional development and training for members.

The employee will support quarterly 401(k) and VEBA meetings by preparing agendas, assisting in the coordination of agenda items, taking notes, and coordinating the committees' activities as needed.

This position also includes working with information and correspondence for the low membership locals and coordinating the flow of information between the Center for Leadership and Learning, Membership, and Legal Services. This responsibility will include duties such as generating letters and creating and updating spreadsheets and other records.

Throughout these duties, the employee is expected to exercise discretion, screen callers, visitors, and mail effectively, respond to requests for information, and engage in general public relations activities. Establishing and maintaining effective working relationships with the public, members and leaders, staff and management, is crucial to success in this role, reflecting the importance of communication and collaboration within the organization.

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.

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; including, but not limited to, proficiency in completing mail merges and utilizing Excel;

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;

CANDIDATE PROFILE

This candidate will possess the following qualities and characteristics:

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

RESPONSIBILITIES AND DUTIES

Assist in coordinating meetings, events and conferences (i.e., Statewide Staff Meeting, Ed Rising, AEM, etc.) of the organization as assigned.

Track and coordinate ongoing activities; take formal meeting minutes; draft, proofread, and finalize correspondence.

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

Provide advanced clerical support to multiple individuals, departments, and/or divisions; maintain confidentiality of information; provide assistance by screening calls, visitors, and mail; type letters, memoranda, reports, and evaluations; create labels; perform filing; 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.

TESTING:

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

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.

07/23/2024