



**M-22-24-25**

<b>POSITION:</b>	<b>Administrative Specialist - Executive Director of Corporate Services</b>	<b>LOCATION:</b>	East Lansing
<b>SCHEDULE:</b>	244 Work Days	<b>SALARY RANGE:</b>	\$73,501-101,697 15 paid holidays and comprehensive benefits package
<b>POSTING DATE:</b>	May 15, 2025	<b>DEADLINE:</b>	May 29, 2025

### **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, a majority of employees of MEA, MESSA and MEAFS are unionized and members of seven internal staff unions.

### **JOB DESCRIPTION**

The Administrative Specialist is a mid-management position that reports to and provides administrative support to the Executive Director of Corporate Services. This position will support the Executive Director of Corporate Services in the performance of duties in the Human Resources, Finance, Legal, and Membership Information Systems departments. This Administrative Specialist plays a critical role in the successful operation of the division by coordinating internal activities, managing complex administrative functions, and supporting strategic initiatives.

Responsibilities may include maintaining and updating databases, compiling data, reviewing documents for accuracy, making calculations, preparing statistical reports, and creating and manipulating spreadsheets. The responsibilities may also include ensuring that priorities are met and workflows are organized. This is a highly confidential position.

### **QUALIFICATIONS**

#### *Required Education/Experience*

- Associate's Degree in administrative support, business administration, or related field.
- Minimum of five years of experience in planning, research and business administration.
- Ability to maintain a high level of confidentiality.

- Possess a supportive behavior towards labor unions.
- Must reside in Michigan.
- Strong written and oral communication skills, including the ability to communicate tactfully, courteously and effectively.
- Possess a high degree of honesty, integrity and character.
- Ability to work effectively and cooperatively with various employee groups in a positive and supportive way.
- Possess strong customer service skills, including problem resolution.
- Experience in creating agendas and documenting meeting minutes during executive level meetings.
- Ability to anticipate needs and take initiative.
- Possess excellent follow-through, organizational skills and is able to multitask.
- Knowledge and experience in use of appropriate technology.

#### *Preferred Education/Experience*

- Experience working with a department budget.
- Experience supporting executive level leadership.
- Knowledge of the structure of MEA.

### **CANDIDATE PROFILE**

The Administrative Specialist will possess the following qualities and characteristics:

- |   |                                |
|---|--------------------------------|
| ● Confidential                                      | ● Approachable                 |
| ● Authentic   | ● Knowledgeable                |
| ● Honest  | ● Great people skills          |
| ● Great listening skills                            | ● Relationship-building skills |
| ● Empathetic  | ● Strong interpersonal skills  |
| ● Respectful and inclusive in a diverse environment | ● Well-spoken                  |
| ● Problem solving skills                            | ● Positive demeanor            |
| ● Organized   | ● Highly motivated             |
| ● Ethical   | ● Reliable                     |
|   | ● Takes initiative             |

### **RESPONSIBILITIES AND DUTIES**

Provide high-level administrative support to the Executive Director of Corporate Services by screening calls, reviewing mail, scheduling meetings, scheduling travel, drafting correspondence, and preparing reports and presentations.

Maintain expense account and mileage reporting for the Executive Director of Corporate Services.

Maintain and manage division budget documents, financial records, and related financial processes, ensuring accuracy and compliance with organizational policies, including the submission of vouchers for reimbursement on behalf of the Executive Director of Corporate Services.

Create agendas and document meeting minutes for corporate services' departmental meetings.

Serve as a key point of contact for division-wide communications, ensuring the proper flow of information between the Executive Director, internal teams, and external partners.

Coordinates with the appropriate parties in the scheduling of VEBA and 401(k) Committee meetings and in the creating/distribution of agendas and meeting minutes.

Works closely with the Executive Director of Corporate Services in performing the administrative functions of the VEBA.

Coordinates the publication of departmental newsletters and communications.

Works closely with corporate services department managers to maintain the contents and archives of official departmental documents.

Prepares and reviews reports.

Prepares and updates logs of labor relations matters such as grievances and complaints.

Maintains and orders supplies for the Executive Director of Corporate Services.

Maintains files for the Executive Director of Corporate Services.

Responsible for gathering of monthly reports from corporate services' departments for review by Executive Director of Corporate Services.

May provide support to corporate services departmental managers as assigned by the Executive Director of Corporate Services.

May supervise staff in the absence of regular supervising managers in corporate services' departments.

Administer reimbursement of educational assistance as provided for in staff collective bargaining agreements.

As assigned, represent the departments on cross-functional projects, workgroups, or committees, advocating for divisional priorities and operational needs.

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

Perform other duties as assigned.

May 13, 2025

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