



February 8, 2019

*****EXTERNAL POSTING*****

POSITION: UniServ Administrative Assistant – Redmond

RESPONSIBLE TO: UniServ Consultant(s) – Redmond

SALARY RANGE: Salary Range Per Associate Staff Contract (\$40,595 - \$49,927)

SEND OEA jobs@oregoned.org

APPLICATION

AND RESUME TO:

OEA Application:

https://www.oregoned.org/images/uploads/pages/OEA_APPLICATION_FO_RM_2017.pdf

CLOSING DATE FOR APPLICATIONS: February 21, 2019

JOB DESCRIPTION: See attached

OREGON EDUCATION ASSOCIATION

An equal opportunity employer

JOB DESCRIPTION

Job Title: UniServ Administrative Assistant – Redmond
Classification: Nonexempt (Hourly), Fulltime
Salary Grade: ASO Position, Administrative Assistant Salary Schedule
Reports To: Director of Administration and Human Relations/UniServ
Consultant/Organizer
Date: February 6, 2019

This job description is a general outline of duties/qualifications for the UniServ Administrative Assistant position with the understanding that the responsibility of some duties may be determined by and at the direction of OEA Management. This description establishes general expectation levels for new hires consistent with the established priorities.

JOB SUMMARY

The UniServ Administrative Assistant-Redmond is responsible for providing administrative support to the UniServ Consultant assigned to the Cascade UniServ Council, an assigned Organizer supporting that region, and will also provide support for additional locals served by the consultant and organizer. This support includes, but is not limited to: administrative support and assistance throughout the collective bargaining process, performing administrative support for and assistance to the UniServ Councils and local associations, membership duties as coordinated with the Membership Specialist, preparing material for publication including transcribing notes where applicable, maintaining a smooth office operation and other responsibilities as assigned.

ESSENTIAL JOB FUNCTIONS

Membership

1. Receives and processes membership applications of members in the UniServ region.
2. Assembles and distributes membership promotion materials.
3. Coordinates with Membership Processing and Membership Specialist on membership needs.

Negotiations

1. Provides administrative support to UniServ consultants during bargaining for locals including during crisis and strike situations.
2. Keeps records of contract/district settlements.

Political Action

1. Arranges for meeting space as requested.
2. Assists and supports in various aspects of political action/campaign work.

Organizing

1. Provide general administrative support to an assigned OEA organizer including but not limited to:
 - a. Schedule meetings
 - b. Maintain master member volunteer spreadsheet
 - c. Track and enter membership data into various databases
 - d. Prepare membership organizing reports as needed
 - e. Support organizing initiatives and events by preparing invoices and tracking and coding expenses
 - f. Provide event logistics support including securing venue, catering, preparing meeting/event materials, tracking RSVPs

Meetings/Conferences/Workshops

1. Supports councils in all aspects of organizing meetings, conferences and workshops including, but not limited to:
 - a. Sends notices to appropriate groups.
 - b. Processes preregistration and registration materials.
 - c. Prepares meeting materials.
 - d. Makes housing and meal arrangements as necessary.

Other Duties and Responsibilities

1. Administrative and general office functions support for and with UniServ Consultant, UniServ Council, local associations, Organizer and OEA Staff.
2. May assist UniServ Council and other association leaders as requested.
3. Prepares, reproduces and distributes materials for publication as necessary.
4. Work, as directed, in support of general research.
5. Maintains comprehensive office filing system.
6. Orders office supplies according to administrative procedures.
7. Responsible for petty cash fund, disbursement for appropriate expenditures, maintaining accurate records and submitting records to Business and Finance Department on a timely basis.
8. Assists members in crisis by obtaining help from UniServ Consultants or Legal Services Department.
9. Assists other administrative assistants, when available, in overload and crisis situations or as assigned by the OEA.
10. Alerts management for maintenance or emergency repair of office equipment or building as necessary. Obtains prior approval for repair expenses and use of vendors.

11. Operates job related equipment. Willingness and flexibility to learn necessary equipment.
12. Other duties as assigned by the Executive Director or designee.

KNOWLEDGE, SKILLS AND ABILITIES

1. Computer literacy required. Software experience with Microsoft Office Professional (Word, Excel, Access) in the most current Microsoft operating system.
2. Ability to type minimum of 55 WPM.
3. Competency in grammar and punctuation.
4. Basic math aptitude.
5. Experience in the use of copy machines, fax, ten-key by touch, phone, and other basic office equipment.
6. Ability to work independently.
7. Ability to use judgment in daily completion of duties.
8. Capability of working effectively under pressure and to deal with the stress in an acceptable manner.
9. Willingness to display a helpful attitude toward members served.
10. Ability to meet established deadlines.
11. Honesty and truthfulness in dealing with all matters on the job, especially in the handling of membership and petty cash funds.
12. Ability to stand, sit, and bend in order to perform routine office functions.
13. Ability to lift five pounds (5 lbs.) to ten pounds (10 lbs.).
14. Ability to communicate verbally, aurally, visually, and in writing.
15. Reliable transportation required for positions for which driving is necessary.

QUALIFICATIONS

EDUCATION

- High school graduate or equivalent including commercial courses, or post high school business curriculum.

EXPERIENCE

- Two to four years general office or administrative support experience.

OTHER INFORMATION

SUPERVISORY

- The employee works under the general direction of the UniServ Consultants, Executive Director and/or designee and is expected to operate with relative independence and a minimum of supervision in handling complex problems with initiative, creativity and sound professional judgment. This position does not supervise other employees.

WORK ENVIRONMENT

- The work will be performed at the OEA Redmond office location.

ACKNOWLEDGEMENT

_____/_____
Employee (print/sign name) Date

_____/_____
Human Resources (print/sign name) Date