

**IOWA STATE EDUCATION ASSOCIATION
SUPPORT STAFF JOB DESCRIPTION**

Title: Associate Staff (Field)

Job Summary: Under the supervision of the Director of Affiliates Services, is responsible for providing assistance to assigned Professional Staff

To Apply: Send resume and cover letter to Roni Swift, roni.swift@isea.org or mail to ATTN Roni Swift, 777 Third Street, Des Moines, Iowa 50309.

Job Analysis: Responsibilities:

1. Handles correspondence, proofreading, filing, telephone responsibilities, mail, appointments and calendars, reservations, reception duties, and member inquiries; maintains office supplies; and fulfills other duties ascribed.
2. Participates in membership promotion and recruitment at the request of the assigned Professional Staff.
3. Acts as the NEA Member Benefits/Access contact at the Unit level. Available to answer related questions by phone/email and willing to present at Unit and local meetings on the topic.
4. Assists the assigned Professional Staff with public relations activities that may include both community service projects or community outreach efforts. This may entail attendance outside of normal work hours at local and regional events with the approval of the Director of Affiliate Services.
5. Maintains all records necessary for successful operation of UniServ Unit, including local contracts and salary schedules, local affiliation documents, local PERB certification records, unit constitution and bylaws, unit goals, objectives, and programs.
6. Drives and executes project requirements to planned deadlines, as directed by the assigned Professional Staff and/or Director of Affiliate Services. Establish project timelines and coordinate work with all departments to meet milestones relative to member needs.
7. Processes vendor invoices and forwards all necessary documentation to ISEA Business Office with a request for payment; transmits receipts, maintains Unit checking and/or petty cash account; monitors unit budget, maintains Unit manual or automated ledgers, and reconciles Unit records with general ledgers and financial statements received from ISEA.

8. Assists the assigned Professional Staff in the distribution of membership materials; receives, prepares, processes and maintains membership data and local leader information on electronic database system.
9. Compiles research data and exhibits as requested by assigned Professional staff for use and presentation.
10. Coordinates and facilitates arrangements for meetings, conferences, and workshops as assigned; provides assistance and attends functions as requested.
11. Provides support and assistance to UniServ Unit Executive Board, committees and locals.
12. Prepares and distributes newsletters and promotional materials, including brochures, fliers, programs, etc., and coordinates periodic and special mailings as required.
13. Maintains information and data management systems, files, references, and resources; prepares informational reports and documents and submits as required.
14. Maintains confidentiality of membership information, negotiation data, and member rights cases, including terminations, grievances, and legal cases.
15. Accepts temporary assignments from immediate supervisor(s) or ISEA supervisory/management staff. Performs other duties as assigned.

Job Qualifications:

1. Associates Degree, plus one to two years of related experience in performing similar work, or an equivalent combination of training and experience.
2. Perform diverse, focused, task oriented duties requiring individual judgment, and initiative.
3. Excellent written and oral communication skills.
4. Knowledge of general accounting practices
6. Basic understanding of various computer programs including Excel, Word, Outlook.
7. Excellent attention to detail.
8. Ability to prioritize work and work with minimum supervision.

Working Conditions:

Position involves occasional pressure in meeting deadlines and work schedules, occasional light lifting of files and materials under 40 pounds, and occasional exposure to non-toxic fumes.

Available for travel, which may include being away from home overnight. Occasional overtime required.

I have read all of the above. I have reviewed these principal accountabilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor.

Reviewed on this date: _____

Employee: _____ Supervisor: _____