Notice of Open Position

A Union of Professionals

Jan. 21, 2022

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Administrative Assistant/Grade 6</th>
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<tbody>
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<td>Job Number:</td>
<td>OPU-58-07-0122-V</td>
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<td>Department:</td>
<td>Research, Strategic Initiatives &amp; Economic Security</td>
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<td>Unit:</td>
<td>OPEIU (Job #68)</td>
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<td>Supervisor:</td>
<td>Manager, Center for Strategic Initiatives</td>
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<td>Annual Salary:</td>
<td>$56,093.36</td>
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The American Federation of Teachers is a union of professionals that champions fairness; democracy; economic opportunity; and high-quality public education, healthcare and public services for our students, their families and our communities. We are committed to advancing these principles through community engagement, organizing, collective bargaining and political activism, and especially through the work our members do. The AFT believes that a culturally diverse workforce advances our mission and we strongly encourage applications from under-represented communities of workers.

**Position Summary:**
Under the supervision of the director of the department's Center for Strategic Initiatives and Center for Collective Bargaining and/or team, performs assignments to ensure department work is completed in a timely and efficient manner. The administrative assistant will provide support to the managers of two centers (strategic initiatives and collective bargaining) and five administrative staff of the research and strategic initiatives department and serves as backup to department administrative assistant.

**Position Responsibilities:**
- Draft, track and respond to FOIA (public information) requests; scan high volume of responsive documents and save to department drive; conduct follow-up and process necessary payment.
- Perform Internet searches using general and subscription-based websites and password-protected resources (e.g., Lexis-Nexis, Westlaw, and GuideStar); tabulate data.
- Administer a collective bargaining agreement database by tracking and uploading new agreements on a routine basis.
- Maintain research materials and databases; identify materials to be archived based on guidelines.
- Provide support for webinar and online course instruction.
- Develop processes for tracking and compiling news stories and related information provided by affiliates and staff on an as needed basis.
- Format survey instruments, type questions and response choices using online survey platforms.
- Handle meeting logistics in collaboration with AFT Travel department.
- Arrange teleconferences and web meetings with AFT affiliates.
- Process consultant agreements and contribution requests for review and approval.
- Participate in supportive role as directed by the human resources director.
- Other duties as assigned.

**Primary Knowledge, Skills and Abilities:**
- Candidate must be well organized and able to work independently with attention to detail.
- Excellent written and verbal communication skills are essential.
- Good proofreading and interpersonal skills.
- Knowledge of standard office equipment and computer proficiency (or willingness to train on standard and non-standard AFT software).
- Prior work experience in a union environment is preferred.
- Familiarity with AFT and/or its affiliates.

**Work Environment:**
Work is generally performed in an office environment, but occasional travel and overtime is required for some meetings or conferences.

**How to Apply:**
Successful candidates must pass a clerical skills battery test per the OPEIU collective bargaining agreement. Applicants should submit a cover letter and resume to the director of human resources via the following link: [https://www.appone.com/MainInfoReq.asp?R_ID=4325089](https://www.appone.com/MainInfoReq.asp?R_ID=4325089)

AFT is an equal opportunity employer.

The AFT is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Internal Posting Period: Internal posting period expires Feb. 4. External applicants may be considered as of Feb. 5.

cc: Patricia Cook, OPEIU #2, Shop Steward