



Notice of Open Position

A Union of Professionals

July 23, 2019

Job Title:	Administrative Assistant, Grade 6	Unit:	OPEIU (Job #27)
Posting Number:	OPU-58-35-0719-V	Supervisor:	Managers, Research & Strategic Initiatives
Department:	Research and Strategic Initiatives	Annual Salary:	\$53,381.37

Special Note: The primary responsibility of the administrative assistant is to provide support to the managers in the Center for Workers’ Benefits and Capital Strategies and the Center for State Legislative Strategies.

Position Summary: Under the direction of the supervisors, the administrative assistant will act as the initial contact person for the managers, anticipate needs of the office and initiate required actions.

- Position Responsibilities:**
- Respond to requests for information by searching department resources or electronic databases.
 - Maintain backup documentation for Center’s budget; draft Center’s budget based on previous year’s expenditures, information from department staff and other data.
 - Process all expenses generated by programs in the Center; track and assign project codes for expenditures.
 - Process invoices and non-employee expense reimbursements; process cash receipts and credit card transactions.
 - Regular update of AFT’s state legislative SharePoint database.
 - Design surveys, type questions and response choices using LeaderNet Survey Creator and/or Survey Monkey.
 - As directed, prepare reports on pension and/or benefits.
 - Work with the travel department to secure hotel and meeting space for conferences and meetings.
 - Attend local meetings and serve as registrar for events.
 - Make travel arrangements for Center staff through the AFT travel department.
 - Open, sort, prioritize and distribute daily mail, answer telephones.
 - Arrange teleconferences and web meetings with AFT affiliates.
 - Create charts, graphs and PowerPoint presentations, overheads and handouts.
 - Work with the Albert Shanker Institute at registration for their monthly conversation series.
 - Submit consultant agreements and contribution requests for review and approval.
 - Provides back-up for sorting and distributing newspapers to appropriate departments.
 - Create and maintain files, fax and photocopy.
 - Participates in supportive role assignments under the direction of the human resources department.
 - Other duties as assigned.

- 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).
 - Skilled in the use of Microsoft Office in particular Excel and PowerPoint.
 - 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.

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.

Application Requirements: Successful candidates must pass a clerical skills battery test per the OPEIU collective bargaining agreement. Applicants should submit a cover letter and resume to: https://www.appone.com/MainInfoReq.asp?R_ID=2591881.

Internal Posting Period: Internal posting period expires on August 6, 2019. External applicants may be considered as of August 7, 2019.

cc: Marcia Reid, OPEIU#2 shop steward

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