



A Union of Professionals

**Notice of Open Position**  
**Job Title:** Administrative Assistant/Grade 6  
**Job Number:** OPU-36-34-1222-V  
**Department:** AFT Higher Education

**February 2023**  
**Unit:** OPEIU (Job # 29)  
**Supervisor:** Director, AFT Higher Education  
**Annual Salary:** \$56,093.36

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:**

The administrative assistant provides support to the director, associate director, and assistant director in the AFT Higher Education department. This position handles administrative and logistical support, including travel arrangements, for participants of AFT's Student Debt Clinic program. Responsibilities include scheduling, communicating with affiliates, data acquisition and tracking.

#### **Position Responsibilities:**

- Assisting with coordination and execution of the Student Debt Clinic Program, to include monitoring incoming debt clinic requests, responding to affiliates with relevant information and when appropriate, referring questions to department staff.
- Managing calendar of debt clinics, coordinating with department and field staff to ensure that clinics are adequately staffed.
- Manage the department budget as the budgetmeister.
- Tracking participation and acquiring data from student debt clinics.
- Maintaining department calendar and making travel arrangements for department staff.
- Preparing written materials by incorporating AFT-branded art and design; typing, formatting and/or editing correspondence, reports, research papers, newsletter and other documents from typed or handwritten drafts.
- Gathering information from the Internet and assisting with the maintenance of websites and electronic communication.
- Prioritizing department correspondence across a variety of channels (U.S. mail, email, telephone), and responding to inquiries.
- Maintaining electronic files, including archiving files from Google Drive.
- Handling constituency mailings and orders for materials.
- Participating in supportive role assignments as requested by the director of human resources.

#### **Knowledge, Skills and Abilities:**

- Must be well organized and able to work independently and cooperatively within the department, across departments and with affiliate leaders and members.
- Ability to efficiently organize and manipulate large amounts of electronic data.
- Excellent interpersonal and communications skills, both written and verbal.
- Good telephone and interpersonal skills are required.
- Ability to prioritize assignments to meet critical deadlines.
- Knowledge of standard office equipment and computer proficiency (or willingness to train on AFT software, including Knack and AFT Connect).
- Proven ability to arrange logistics for multi-site, heavily attended events.
- Personal experience with student loan debt is preferred.
- Familiarity with unions and/or non-profit associations is preferred.

#### **Work Environment:**

- Work is performed in an office environment.

#### **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 the director of human resources via: [https://www.appone.com/MainInfoReq.asp?R\\_ID=5290451](https://www.appone.com/MainInfoReq.asp?R_ID=5290451)

**cc:** LaTia Scott, OPEIU Shop Steward

#### **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.*

**Vaccine Requirement:** AFT requires that all staff be fully vaccinated for COVID-19.