



**ILLINOIS  
EDUCATION  
ASSOCIATION**  
www.ieanea.org

## VACANCY NOTICE

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**April 12, 2024**

**PLEASE POST**

### **UNISERV ASSOCIATE Minooka, Illinois**

**DEADLINE FOR INTERNAL APPLICATIONS:** April 26, 2024

**EFFECTIVE DATE:** To Be Determined

**HOW TO APPLY:** Candidates should submit resume and application materials by using the following links: [Internal Candidates Apply Here](#) and [External Candidates Apply Here](#).

**INTERVIEWS:** Selected candidates will be interviewed at a location determined by the IEA-NEA.

**STAFF AUTHORITY AND RELATIONSHIPS:** Directly responsible to the assigned UniServ Directors, Director of Advocacy and Organizing and Executive Director.

**POSITION DESCRIPTION:** Performs a variety of complex secretarial and administrative duties of a highly responsible nature and maintains efficient office procedures and practices designed to offer greatest support to the field office and membership.

#### **RESPONSIBILITIES:**

1. Handles or assists in handling confidential matters, screens telephone calls and visitors, processes incoming and outgoing mail, produces documents, handles correspondence, proofreading, filing (paper and electronic), messages, reservations and calendars. Performs all other clerical, secretarial and administrative duties of the office as directed.
2. Assists the Region Chair and local leaders according to IEA-NEA and region office policies.
3. Acquires an understanding of the structure, operation and function of the IEA-NEA.
4. Provides information and/or materials as requested pursuant to departmental procedures and established policy; refers questions to appropriate personnel.
5. Utilizes appropriate office procedures as per the IEA-NEA Policy Manual.
6. Maintains accurate office expense records and processes vouchers for payment of office expenses as appropriate; produces and maintains accurate billing records and remits payments received to IEA-NEA.
7. Maintains a written inventory of equipment and furniture; maintains an adequate quantity of office supplies.

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**Minooka, Illinois**  
**(Continued)**

**RESPONSIBILITIES: (Continued)**

8. Assists in maintaining adequate office security; makes sure the office premises are attended (whenever possible) and available to members during normal working hours.
9. Maintains a proficiency in using office machines, computer equipment, programs and software provided by IEA-NEA.
10. Monitors and makes content recommendations for Region website(s), and when applicable, works with the IEA Webmaster.
11. Assists in the organization of trainings and other member events.
12. Generates reports or findings using IEA-NEA data, internet searches, or other sources as requested.
13. Assists in membership processing or updating membership records as assigned.
14. At the direction of the immediate supervisor(s) and with manager approval, will work in the field to support professional staff.
15. Demonstrates a high degree of interpersonal and communication skills. Interacts appropriately with staff, members, and the general public. Has the ability to effectively work as part of a team and with a variety of different people and personalities.
16. Performs other appropriate duties as directed by assigned professional and management staff including meeting the evolving needs of our members and the organization as a whole.

**QUALIFICATIONS:**

- Minimum high school diploma, business college or college desirable;
- Above average ability in keyboarding, spelling, composition, and math skills;
- Capable of efficiently handling telephone requests;
- Ability to work independently and in a team environment;
- Knowledge and ability to perform basic office accounting functions;
- Personal computer and other basic office machine experience or training, including but not limited to Microsoft Office Suite and web browsers, required;
- Ability to interact effectively with members, IEA-NEA leadership and staff is essential;
- Valid driver's license required.

**SALARY AND BENEFITS:** In conformance with the IEA-NEA/IEASO Associate Staff Contract.

**IEA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND  
ENCOURAGES WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES TO  
APPLY.**