August 16, 2024

RESEARCH SECRETARY
Springfield, Illinois

DEADLINE FOR INTERNAL APPLICATIONS: August 30, 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 professional staff, Director of Program Development and Executive Director.

POSITION DESCRIPTION: Performs varied and complex duties of a highly responsible nature; maintains efficient office procedures and practices designed to offer the greatest support to the department and membership; performs some office administrative tasks.

RESPONSIBILITIES:

1. Performs all clerical functions of the office as directed, including handling correspondence, coordinating logistics for trainings in IEA offices, organizing electronic files, and posting documents on the internal IEA website.

2. Coordinates communication with field office staff and other IEA-NEA departments to collect data from various financial documents and contracts. Responsible for updating areas of the IEA Contracts Database and IEA Locals Database with information from these resources to create reports for other IEA-NEA departments.

3. Obtains and verifies data from governmental agencies pertinent to funding, financial practices, and staffing of employer organizations, primarily through ISBE, ICCB, and IBHE.

4. Compiles financial information into organized data models as part of the annual IEA Finance Training process. Constructs salary costing and data simulation models, fund analyses, index generators, increment cost analysis, and consumer price index comparisons in Excel.

5. Uses the IEA Online Survey Tool to draft surveys and run basic analyses of responses. Coordinates annual process to delete old survey-related information to maintain compliance with the IEA Document Retention & Destruction Policy.
RESPONSIBILITIES: (Continued)

6. Provides information and/or materials as requested pursuant to departmental procedures and established policy; refers questions to appropriate personnel.

7. Maintains a working knowledge of computer equipment.

8. Acquires an understanding of the structure, operation and function of the IEA-NEA.

9. Utilizes appropriate office procedures as per the IEA-NEA Staff Policy Manual.

10. Demonstrates a high degree of interpersonal skills. Interacts appropriately with staff, members, and the general public.

11. Demonstrates a commitment to valuing diversity, contributing to an inclusive working environment, and applying an equity lens.

12. Performs other appropriate duties as directed by assigned professional and management staff.

QUALIFICATIONS:

- Minimum high school diploma or college coursework;
- Above average ability in typing, spelling, composition, and math skills;
- Capable of efficiently handling telephone and electronic requests;
- Ability to work independently and in a team environment;
- Knowledge and ability to perform basic office accounting functions;
- Extensive knowledge of computer technology including but not limited to Microsoft products including Microsoft Windows, Office, and Teams;
- Good written and oral communication skills;
- Capable of dealing effectively on an interpersonal basis with staff, leaders and members;
- Willingness to travel throughout the state when required;
- 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.