



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

VACANCY NOTICE

100 East Edwards Street • Springfield, IL 62704-1999 • 217.321.2206 • Fax 217.544.7383

April 15, 2026

PLEASE POST

RESOURCE SPECIALIST Springfield, Illinois

DEADLINE FOR INTERNAL APPLICATIONS: April 29, 2026

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: Candidates who appear to meet the qualifications will be interviewed at a location selected by the IEA-NEA.

STAFF AUTHORITY AND RELATIONSHIPS: Directly responsible to the Director of Program Development and Executive Director.

POSITION DESCRIPTION: Assists in the development, storage, maintenance and dissemination of the information resources of the IEA-NEA.

RESPONSIBILITIES:

1. Develops, stores and maintains a centralized resource archive of information of interest to IEA-NEA departments and local affiliates.
2. Assists in the development and management of systems for the preservation and maintenance of electronic and digital records.
3. Develops and maintains a comprehensive system to track and store IEA-NEA information.
4. Assists in the development of departmental procedures to monitor and safeguard the physical and digital content of records through proper storage, conservation, and creation of files.
5. Acquires and develops resources for the IEA-NEA archive.
6. Assists IEA Board of Directors and IEA staff in locating and retrieving archival materials.
7. Creates, tests, and refines survey instruments such as questionnaires and evaluations, summarizing survey construction and technical entry.
8. Assists in the implementation of IEA Document Destruction and Retention Policies.
9. Assists IEA Research with data collection and reporting.
10. Assists in the planning and execution of IEA events.
11. Performs all clerical functions of the office as directed.
12. Provides information and/or materials as requested pursuant to departmental procedures and established policy; refers questions to appropriate personnel.
13. Maintains a working knowledge of computers, document preservation methods, and collection formats.
14. Acquires an understanding of the structure, operation and function of the IEA-NEA.

**VACANCY
RESOURCE SPECIALIST
Springfield, Illinois
(Continued)**

RESPONSIBILITIES: (Continued)

15. Acquires a working knowledge of IEA's history and contributions to education in the State of Illinois.
16. Utilizes appropriate office procedures as per the IEA-NEA Staff Policy Manual.
17. Demonstrates a high degree of interpersonal skills. Interacts appropriately with staff, members, and the general public.
18. Performs other appropriate duties as directed by department management staff.

QUALIFICATIONS:

- Minimum high school diploma or college coursework;
- Prior experience with electronic records management highly recommended;
- Prior experience with survey construction and reporting highly recommended;
- 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;
- 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 & BENEFITS:

Internal candidates: In conformance with the IEA-NEA/IEASO Associate Staff Contract.

External candidates: Salary range - \$18.67 per hour to \$28.15 per hour; a benefits summary can be found at <https://ieanea.org/about/employment/> under Salary & Benefit Summaries, Associate Staff - Grade 2.

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