



## Regional Office Administrative Assistant – St. Louis Metro

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### Qualifications

**Experience and Education** Two to four-year degree preferred. Two or more years of Administrative Assistant or related work, to include strong editing skills, knowledge, demonstrated experience and proficient use of Microsoft Office 365 – with advanced knowledge and experience in EXCEL. Experience with the use of databases to manage multi-faceted information, experience with web-based programs preferred and some experience with publishing software helpful. Basic accounting skills required.

**Foundational Skills** Listening, effective communicator, motivation, works well with others, creative thinker, decision making acumen, analytical skills/problem solver, flexibility/adaptability related to change, takes responsibility, well organized, demonstrates personal integrity and honesty.

**Core Competencies** Able to interpret and generate information from a database in the form of tables, graphs or charts. Strong editing and proof-reading skills. Able to prepare basic reports written reports and or correspondence using proper grammar, sentence structure and spelling. Comfortable with computer technology and the use of standard office programs/networks with experience and demonstrated proficiency in the use of Microsoft Office 365 or similar data collection and retrieval systems and able to efficiently search the internet for information/reports. Familiarity with office phone systems, computers, copy machines, postage machines, UPS/Fed Ex shipping, and credit card processing. Proven skills in relationship building with colleagues and members. Proven skills in dealing with disgruntled constituents. Able to demonstrate very basic accounting skills. Able to type and prepare correspondence and other documents and materials from drafts and notes. Able to maintain confidentiality as it applies to member representation. Meeting preparation skills. Personal commitment to meet or exceed expectations.

**Physical Requirements** Worksite in greater St. Louis metropolitan area. Irregular hours occasionally required. Some travel required therefore, current and valid driver's license required. Personal vehicle is required for work related travel and mileage will be reimbursed, according to company guidelines. Meeting arrangements and set up, storage, meeting materials preparation and supply coordination, computer/phone /projector set up. Ability to lift and carry up to 20 lbs. with some lifting, bending, standing, packing, and carrying file boxes required.

**Salary Range:** Competitive salary based on experience

**Job description on back side.**

**Application Procedures:** Any person wishing to be considered for this position should send (1) a letter of application covering their experience, knowledge, and skills regarding the job description/qualifications listed, (2) a completed application, and (3) a current resume with two letters of recommendation and three references.

**All materials must be sent electronically to**

**Patrick Layden - Missouri NEA Field Director East at [patrick.layden@mnea.org](mailto:patrick.layden@mnea.org)**

**Application Deadline: Monday, December 6th, 2021**



# Regional Office Administrative Assistant

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## Job Description

1. Provide office and clerical support to the professional and managerial staff to whom assigned, including support for locals at the direction of the UniServ Director(s) or manager.
2. Provide office management support to the state headquarters, including maintaining the petty cash account, supply inventory, and postage.
3. Develop and maintain proficiency in the use of the computer including association software.
4. Perform necessary routine duties including answering the phones, processing incoming/outgoing mail, the timely submission of expense vouchers, daily activity reports and leave requests.
5. Work cooperatively with fellow employees.
6. Perform other appropriate duties as assigned.

**MISSOURI NEA IS AN EQUAL OPPORTUNITY EMPLOYER**

# MISSOURI NEA

1810 EAST ELM STREET, JEFFERSON CITY, MO 65101 • 1-800-392-0236

## APPLICATION FORM – PROFESSIONAL OR ASSOCIATE STAFF POSITION

(You are not required to furnish any information which is prohibited by federal, state, or local law.)  
(Candidates selected for interviews may be subject to background checks.)

Last Name	First Name	Middle Name			
Home Address		City	State	Zip	Home Phone
Email Address					Cell Phone

Position for which you are applying
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SECTION I, II & III ARE INTENDED TO SUPPLEMENT THE INFORMATION PROVIDED BY YOUR RESUME. IF INFORMATION REQUESTED BELOW IS ALREADY INCLUDED IN YOUR RESUME, SIMPLY INDICATE "SEE RESUME" IN SPACE PROVIDED.

### I. Employment Experience (Please start with your present/most recent position.)

<b>A.</b>	Employer	Address			
	City	State	Zip Code	Area Code	Telephone No.
	Kind of Business	Employed from _____ to _____			
	Title	Compensation			
	Nature of Work				
	Name and Title of Supervisor				
	Reasons for Leaving or Desiring to Change				

<b>B.</b>	Employer	Address			
	City	State	Zip Code	Area Code	Telephone No.
	Kind of Business	Employed from _____ to _____			
	Title	Compensation			
	Nature of Work				
	Name and Title of Supervisor				
	Reasons for Leaving or Desiring to Change				

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C. Employer		Address		
City	State	Zip Code	Area Code	Telephone No.
Kind of Business		Employed from _____ to _____		
Title		Compensation		
Nature of Work				
Name and Title of Supervisor				
Reasons for Leaving or Desiring to Change				

**II. Education**

<b>Highest Level of Education Completed:</b>				
<b>High School:</b>			<b>Location</b>	
<b>College/Graduate School:</b>				
Name/Location	From	To	Degree	Major

**III. Activities**

Membership in professional or job-related organizations (you may exclude racial, religious and nationality groups):
List hobbies and extracurricular activities you enjoy.
Publications, professional licenses or special honors or awards:
What qualifications, abilities, and strong points will help you succeed in this job?

**IV. Miscellaneous**

Have you ever been convicted of a misdemeanor or a felony? (Do not include arrests or criminal charges <u>not</u> resulting in a conviction.) If so, please describe in detail the charge(s) and the incident(s) upon which the conviction was based:
Do you currently have a valid state driver's license and automobile insurance? # Yes # No
<u>OPTIONAL:</u> Please indicate your ethnicity/race:  Please indicate your gender:
How did you find out about this opening?