



## Regional Office and Headquarters Administrative Assistant Jefferson City (HQ)

**Application Deadline: Tuesday, March 19, 2024**

Missouri NEA is seeking applicants for the position of Regional Office and Headquarters Administrative Assistant.

### JOB DUTIES

- Regional Office Administrative Assistant:
  - 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,
  - Provide office management support to the office, including maintaining the petty cash account, supply inventory, and postage,
  - Develop and maintain proficiency in the use of the computer including association software, and
  - Perform necessary routine duties including answering the phones, processing incoming/outgoing mail, the timely submission of expense vouchers, daily activity reports and leave requests.
- Other Headquarters Support:
  - Provide administrative support for headquarters including ordering and maintaining supplies, processing mail including receiving/recording checks received in the mail, and completing large print projects,
  - Ensure new members receive welcome packets in a timely manner,
  - Act as lead building contact for maintenance and other building issues, and
  - Serve as overflow backup to all HQ associate staff through the appropriate manager.
- Work cooperatively with fellow employees, and
- Perform other duties as assigned by MNEA management.

### QUALIFICATIONS/REQUIREMENTS

- Significant experience or education in database use and customer service,
- Strong verbal and written communication skills,
- Proficiency with computer programs and technology including Microsoft Office, cloud-based software, and databases,
- Desired qualities include strong organization skills, ability to multi-task, ability to meet deadlines, ability to work as a team, and detail oriented,
- Ability to collaborate with members both in person and on the phone,
- Strong customer service and de-escalation skills
- Ability to work the normal workday shall begin not earlier than 7:30 A.M. and end not later than 5:00 P.M., Monday through Friday. Irregular hours occasionally may occasionally be required.
- Valid driver's license required. A personal vehicle is required for work-related travel and mileage will be reimbursed per company guidelines.
- Ability to assist in meeting arrangements and set up, storage, meeting materials preparation and supply coordination, computer/phone/projector set up.

**Salary Range:** Minimum starting salary - \$37,150. Placement on salary schedule depends upon previous relevant experience.

**Office (Worksite) Location:** Missouri NEA Headquarters, 1810 E Elm St, Jefferson City, MO 65101

**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 contact information for three references.

**All materials must be sent electronically to  
[careers@mnea.org](mailto:careers@mnea.org)**

**MISSOURI NEA IS AN EQUAL OPPORTUNITY EMPLOYER**

# MISSOURI NEA

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

## APPLICATION FORM – PROFESSIONAL/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.)

A.	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.	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
<b>OPTIONAL:</b> Please indicate your ethnicity/race:  Please indicate your gender:
How did you find out about this opening?