



## Missouri NEA – Regional Office Administrative Assistant – Springfield

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### Open Until Filled

Missouri NEA is seeking applicants for the position of Regional Office Administrative Assistant (ROAA). This role is to support and assist UniServ Directors (professional field staff), local association officers, leaders, and members to organize and maintain strong, effective local associations in the assigned unit.

#### **QUALIFICATIONS**

**Experience and Education:** Two or more years of administrative assistant or related work including strong editing skills along with knowledge and demonstrated experience in the use of Microsoft Office 365 – especially in Excel. Experience with databases used to manage multi-faceted information, experience with web-based programs and publishing software helpful. Basic accounting skills required.

**Foundational Skills:** Listening; effective communication; highly motivated; works well with others, creative thinker; analytical skills/problem solver; adaptability 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, and charts. Strong editing and proof-reading skills. Able to prepare written reports and correspondence using proper grammar, sentence structure, and spelling. Comfortable with computer technology and the use of standard office programs/networks. Familiarity with office phone systems, computers, copy machines, postage machines, shipping, and credit card processing. Proven skills in relationship building with colleagues and members. Proven skills in dealing with members/customers. Meeting preparation skills.

**Physical Requirements:** 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. Meeting arrangements and set up, storage, meeting materials preparation and supply coordination, computer/phone/projector set up.

**Salary Range** \$37,150 to \$50,305. Placement on salary schedule depends upon previous relevant experience.

Benefits, as outlined in the staff union (MSO) agreement include health and dental insurance, 100% employer paid pension contributions vested upon employment, and generous leave package.

**Office (Worksite) Location:** Springfield Regional Office, 1525-B West Sunshine, Springfield, MO 65807

**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**



## **Regional Office Administrative Assistant Job Description**

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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.

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# 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
Email Address					Home Phone
					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?