

MSBA Job Description

Job Title: Administrative Assistant
Department: Leadership Development
Reports To: Associate Executive Director, Leadership Development
Status: Non-exempt
Date: November 2020

Summary

The Missouri School Boards' Association is seeking an experienced Administrative Assistant with high level skill in using Excel for complex tasks. The position provides administrative support for all Leadership Development Department programs and services including board training, board member certification, awards and strategic planning. Although the position has one supervisor, the person in this position will perform duties for two to three other employees.

As part of MSBA's commitment to providing excellent customer service and products, and to creating a productive work environment, MSBA expects every employee to perform their essential duties and responsibilities and to have the qualifications listed in this job description.

To apply, send a cover letter and resume to training@mosba.org or mail to Leadership Development, Missouri School Boards' Association, 2100 I-70 Dr SW, Columbia, MO 65203.

Essential Duties and Responsibilities

The Administrative Assistant contributes to the overall success of MSBA by performing the following essential duties and responsibilities:

1. Maintain current and accurate records for new board members, to include date of service, training registration, training completion and communication.
2. Manage registration and course access, instructions and support for online board training.
3. Prepare materials and procure refreshments for training sessions and events.
4. Use MSBA data management system to update contact information, document training completion, record credits, designate certification status, register participants for training and prepare reports.
5. Create online surveys, distribute to designated participants, track progress and develop reports.
6. Complete and submit billing forms.
7. Create evaluation forms, scan completed forms, summarize data and prepare reports for departmental training and MSBA events.
8. Extract and manage data from various sources, prepare reports, track award criteria completion and analyze results.
9. Prepare and send correspondence.
10. Manage onsite training registration and department exhibit booth at MSBA Annual Conference.

11. Maintain electronic and paper files.
12. Respond to department calls and email messages regarding training, online support, registration, certification and awards; refer relevant calls to directors.
13. Maintain adequate departmental materials and supplies.
14. Review monthly expenditure reports for accuracy.
15. Assist with projecting expenditures for annual departmental budget development.
16. Maintain current department process guidebook.
17. Performs other duties as may be assigned.

Supervisory Responsibilities

This position has no supervisory responsibility.

Qualifications

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education / Experience

A high school diploma or equivalent is required. Five years progressively responsible office experience is required. A college degree or equivalent experience to demonstrate independent thinking, excellent writing skills, attention to detail and ability to manage programs without daily supervision is preferred.

Certificates, Licenses, Registrations

None required

Soft Skills

MSBA, as part of its commitment to providing customers with excellent products and service and to creating a productive work environment, expects all employees to:

1. Interact with members and business associates professionally
2. Represent MSBA in a positive and ethical manner
3. Be professional, courteous and friendly when communicating with people in person, over the telephone or via electronic media
4. Be patient, courteous and exhibit tolerance towards others with opposing views
5. Demonstrate a considerate, friendly and constructive attitude toward fellow employees
6. Follow MSBA's policies and procedures
7. Perform assigned tasks efficiently
8. Be punctual

Computer Skills / Office Equipment Experience

1. High level of proficiency in Microsoft Office applications, particularly Word, Excel, Outlook; proficiency in use of formulas, macros and pivot tables in Excel; additional skill in Powerpoint and Publisher is preferred.
2. Proficient in Adobe Acrobat Pro, including editing and manipulation of PDF documents.
3. Ability to learn and master software for scanning, reporting evaluations and surveys.
4. Proficient in adding, updating and extracting information in MSBA member data management system.
5. Skilled in use of online survey software to develop surveys, administer and prepare reports.
6. Ability to independently learn new software applications.

Language Skills

Excellent written and verbal communication skills are a requirement. Must be able to compose routine correspondence. Must be able to follow oral and written directions.

Mathematical Skills

Basic math skills are required for price comparison, purchasing, budget planning and preparing reports.

Reasoning Ability

Ability to interpret a variety of instructions provided in written or oral form.

Ability to manage multiple tasks and determine priorities without loss of quality.

Ability to understand the goals of a project, recognize obstacles and propose solutions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this position. Reasonable accommodations are available to enable otherwise qualified individuals to meet these physical demands.

Occasionally 1-33% of the time

Frequently 34-66% of the time

Continuously 67-100% of the time

- The person who holds this position must be able to sit continuously.
- The person who holds this position must be able to stand frequently.
- The person who holds this position must be able to walk frequently.
- The person who holds this position must be able to bend over occasionally.
- The person who holds this position will make repetitive hand motions continuously.

- The person who holds this position must be able to lift or carry 10 lbs. or less frequently.
- The person who holds this position must be able to lift up to 35 lbs. occasionally.

Travel

The person who holds this position will be required to travel, primarily in-state, occasionally.

Attendance

Regular attendance is an essential function of this position.

Employees are expected to work onsite unless the employee has been granted permission to work from a remote location.

Employees are expected to work from 8:00 am to 5:00 pm unless the employee's supervisor has approved a different schedule. The person who holds this position may be required to work irregular hours occasionally.

Nonexempt employees who work more than 40 hours in a work week will be compensated in accordance with the Fair Labor Standards Act.

Work Environment

The work environment for this position is typical of an indoor office setting. Potential distractions include phones ringing and people talking.

Disclaimer: *This job description is subject to change at any time.*