



MAISA

MICHIGAN ASSOCIATION
OF INTERMEDIATE SCHOOL
ADMINISTRATORS

SUPPORTING REGIONAL EDUCATION SERVICE AGENCIES

Job Description: Administrative Assistant

Revised: May 2, 2023

Job Title: Administrative Assistant - Grant Support Staff

Start Date of Position: June 5, 2023

Location: Remote with occasional daily and overnight at on-site events across Michigan

Position Summary:

MAISA is seeking a full-time Administrative Assistant. The Administrative Assistant will directly support the grant, project, and leadership of the Michigan Association of Intermediate School Administrators (MAISA).

Qualifications:

- Demonstrated administrative assistant experience
- Demonstrated customer service experience
- Demonstrated invoicing experience
- An Associate or Bachelor's degree with an emphasis on office management or business preferred
- Proficiency in Microsoft Word, Outlook, QuickBooks, Google Apps, and virtual communication platforms
- Excellent customer service, as well as verbal and written communications

Essential Functions and Responsibilities:

- Assists in the coordination of special projects, events, and activities
- Interacts with educators in person, on the phone, and electronically in a manner that is professional and decisive
- Creates, organizes, and maintains documentation and files as needed
- Monitors website and coordinates updates when necessary
- Assists with invoicing and reporting
- Attends meetings, drafts, and distributes minutes/agendas as directed by the supervisor
- Assists with the setup, cleanup, materials, registration, technology, and general flow of meetings/events
- Assists with travel/hotel accommodations for individuals/groups
- Prepares Google forms and Excel spreadsheets for data collection
- Provides administrative support that may be required by the accounting department
- Coordinates with the graphics team to create original/update correspondence and promotional material and documents
- Schedules/supports virtual and in-person meetings
- Travels to external meetings, training, and conferences as needed
- Other duties as assigned

Professional competencies desired:

- Communicates clearly and concisely, both orally and in writing
- Self-motivated with a strong work ethic
- Strong interpersonal skills with the ability to build rapport and relationships

- Works and communicates effectively within virtual environments
- Demonstrates strong attention to detail
- Ability to efficiently work and communicate through remote and virtual environments

Wages and Benefits:

- \$18.00 per hour plus 401K, medical coverage, and paid time off

How to Apply:

Interested individuals should send a letter of interest and resume by May 15, 2023, to:

John Severson, Ph.D.,

Ex. Director, MAISA

1001 Centennial Way, Suite 300

Lansing, MI 48917

Submissions can be sent electronically to: support@gomaisa.org