



## **Executive Assistant – Maryland State Education Association (MSEA)**

**About MSEA:** Maryland State Education Association (MSEA) is the Maryland affiliate of the National Education Association (NEA). MSEA is a union and professional association headquartered in Annapolis, Maryland representing more than 76,000 educators and school employees working in Maryland’s public schools. MSEA is dedicated to improving the teaching and learning experience; negotiating professional compensation and advocating for increased education funding and working conditions for public school employees; promoting academic achievement for all students; and protecting labor, civil and human rights for all.

### **Job Summary**

The Executive Assistant is responsible for providing administrative support to MSEA’s business policy and operations department, inclusive of human resources. This position supports the cyclical and periodic departmental tasks, special projects, meetings, and events of each area. Occasional evenings, weekends or over nights may be required to support special projects and association events.

### **Responsibilities:**

#### **Financial responsibilities:**

- Audit and regulatory compliance: assist in compiling and maintaining electronic and hard document files , including the extraction, uploading and/or copying of files and supporting documentation.
- Banking: scan and upload bank and investment statements and agreements in respective electronic files, prepare disbursement paperwork, and obtain required documentation and signatures to establish accounts.
- Accounts payable: prepare invoices for processing, reconcile department credit card activity, obtain, and maintain supporting documentation ensuring appropriate approvals and assist in unclaimed property processes.
- Accounts receivable: prepare and distribute invoices and statements periodically. Perform collections of receivables from members, local affiliates and employees as needed.
- Chart of accounts: periodically record personnel, cost center and account updates.
- Document retention: file electronic version of contracts and distribute to designated departments; maintain association insurance policy documentation; review and maintain document inventory and recommend destruction per MSEA policy.
- Meeting preparation: assist in planning and scheduling of committee and other meetings; prepare electronic/paper copies of meeting materials for distribution to



participants; maintain electronic file of all correspondence and meeting materials; and recording minutes at meetings as directed.

- Time and attendance records: maintain hourly employee timekeeping logs and assist in periodic reconciliation to payroll processing system.

#### Human Resources responsibilities:

- Recruiting: post job openings, maintain applicant flow log, assist with interview scheduling, prepare onboarding paperwork for delivery to new hire, retrieve applications from internal Careers site and assemble; file all documents related to closed positions; and be a test proctor for skills assessments.
- Employee paperwork: prepare, distribute, and file paper and/or electronic versions of Personnel Action Forms (PAF), salary letters and payroll change documents as directed.
- Performance appraisals: Assist in the collection, updating, filing, and maintaining tracking tool for employee expectations and evaluations.
- Benefits: assist with all aspects of annual open enrollment; download and file benefit reports and invoices; effectively respond to employee inquiries ; prepare and distribute annual post retirement renewal notifications, assist with the preparation and distribution of compliance and disclosure documents, and conduct annual internal audit of I-9 paperwork.
- Wellness: assist with preparing and distributing written correspondence and preparing events.

#### General/Miscellaneous

- Research and prepare memos, reports and other documents for review and presentation to management.
- Responsible for filing and file maintenance of all paper and electronic documents.
- Assist with proofreading documents.
- Assist with documenting procedures and processes.
- Order supplies, materials, and meals for meetings as needed.
- Coordinate coverage for the receptionist desk.
- Perform other duties as assigned.

#### Education, Experience, and Special Requirements

Bachelor's degree is desired. Two to three years' relevant work experience is required. Experience working in a union environment is preferred.



### **Knowledge, Skills, and Abilities**

- Exceptional attention to accuracy and detail is required.
- Problem solving and critical thinking are necessary.
- Strong organizational and time management skills.
- Ability to handle multiple projects simultaneously, prioritize competing tasks and manage work under weekly, monthly, and quarterly deadlines.
- Demonstrated positive attitude and effectiveness in working independently and in a team environment.
- Adept interpersonal relationship skills to work harmoniously with MSEA staff, management, leaders, and affiliates.
- Strong work ethic and self-motivation are essential.
- Excellent written and verbal communication skills, strong listening skills, ability to compose simple correspondence and verbally convey information clearly.
- Intermediate level experience with Microsoft Office applications is required.
- Ability to maintain a valid US driver's license that complies with the state of Maryland.

### **Compensation**

Starting salary: \$65,647 accompanied by a generous benefits package  
Date of Employment: As soon as possible  
Submission deadline: Open until filled  
Email address: [careers@mseanea.org](mailto:careers@mseanea.org)

***Note: Successful candidate will be required to sign a confidentiality agreement.***

Interested applicants should submit a resume, cover letter and employment application to the MSEA Careers email listed above. Applications can be found on the [marylandeducators.org/careers/](http://marylandeducators.org/careers/). All applications must be typed.

***MSEA is an EQUAL OPPORTUNITY EMPLOYER.***

MSEA is committed to the principle of equal employment opportunity for all employees with a work environment free of discrimination and harassment. All employment decisions at MSEA are based on business needs, job requirements, and individual qualifications without regard to race, color, religion or belief, national origin, sex, age, sexual orientation, gender identity, marital status, or disability.