



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 75,000 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 benefits and human resources. This position supports the cyclical and periodic departmental tasks, special projects, meetings, and events of each area. Occasional evenings, weekends or overnights may be required to support special projects and association events.

Responsibilities:

Benefits:

- Process new hires in ADP system, input payroll deductions, maintain appropriate employee records and generate reports relating to attendance, paid time off, disability and other leaves of absence.
- Prepare, distribute and file employee documents including payroll and personnel documents.
- Conduct internal annual audit of benefits and personnel documents.
- Review billing and reconciliation of monthly vendor invoices for accuracy.
- Review benefit payments on monthly basis for accuracy.
- Assist with the annual open enrollment (OE) process by preparing employee benefits materials for benefits education; reconciling employee changes in HRIS; and responding to employee inquiries.
- Prepare, update and distribute annual post retirement renewal notifications and compliance and disclosure documents.
- Maintain compliance with ACA regulations by reviewing codes in HRIS to ensure accuracy.
- Assist with the preparation of census data related to regulatory filings and benefit plan audits.



Financial:

- Prepare vendor invoices for processing, reconcile department credit card activity, obtain, and maintain supporting documentation ensuring appropriate approvals and assist in unclaimed property processes.
- Prepare and distribute invoices and statements periodically to collect funds from members, local affiliates and employees as needed.
- Maintain leave records for hourly employees and perform quarterly reconciliation to payroll processing system.

Human Resources:

- Assist with recruiting, preparing and posting job vacancies; scheduling interviews; and onboarding using HRIS. Serve as a test proctor for skills assessments.
- Collect, track, maintain and file human resource documents including employee expectations and evaluations to meet operational compliance.
- Prepare and distribute routine training and other human resource announcements.
- Assist in preparing annual Affirmative Action Program.

General/Miscellaneous responsibilities:

- Prepare memos, reports and other documents for review and presentation to management.
- Assist with in-person and virtual meetings: calendar scheduling, providing verbal and written communication to participants; compiling and distributing materials to participants; and ordering meals and supplies as needed.
- Prepare, update and assist in maintaining departmental calendar.
- Assist with proofreading documents.
- Assist with preparing procedures and processes.
- Assist with special projects as needed.
- Perform other duties as assigned.

Qualifications:

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



- 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 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: \$63,550 accompanied by a generous benefits package
Date of Employment: As soon as possible
Submission deadline: Open until filled
Email address: careers@mseane.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/. 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.

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