

**IOWA STATE EDUCATION ASSOCIATION
ASSOCIATE STAFF JOB DESCRIPTION**

TITLE: HQ Associate Staff Support

PRIMARY DEPARTMENTS: Teaching and Learning/Government Relations

JOB SUMMARY/ANALYSIS:

Under the direct supervision of the Director of Benefits and Operations, primarily responsible for the coordination of tasks related to providing administrative support to the Teaching and Learning and Government Relations Professional Staff. These tasks include, but are not limited to, supporting ISEA Professional Development Academy classes through setting up registration sites, maintaining accurate records, and responding to member questions, processing payments, submitting of required reports, providing administrative support for Aspiring Educators and Educators Rising programs and the ISEA PAC, preparing documents and emails, preparing and filing of ISEA PAC reports, and maintaining quality service with members. This is a full-time, on-site position located at the headquarters office in Des Moines, Iowa, with occasional work assigned off-site and outside of normal office hours.

JOB QUALIFICATIONS:

- Associate degree preferred or equivalent related experience may be considered.
- Excellent spoken and written communication that fosters positive energy and projects confidence in our members and staff.
- Demonstrated ability to use sound judgement with a high-level of attention to detail.
- Ability to effectively multi-task and prioritize various projects simultaneously.
- Strong technical background and computer skills.

ESSENTIAL FUNCTIONS:

Ability to work on-site and maintain regular and punctual attendance; sit for extended periods of time; stand; walk; use hands/fingers; reach with hands and arms with occasional lifting up to 40lbs.; manage daily office operations for a group of employees with attention to detail and effective time management.