



**Kentucky Education Association  
Job Description  
Associate Staff Position**

Title: UniServ Associate  
Department: Affiliate Relations  
Supervisor: Assistant Executive Director  
Employee Group: KEASO Bargaining Unit  
Location: 730 Fairview Avenue, Bowling Green, KY  
Employment Status: Fulltime/Permanent  
Salary: Negotiated contract between KEASO and KEA  
Closing Date: April 5, 2019

The Kentucky Education Association is seeking applicants for a full-time Associate to support all categories of KEA's membership out of its Bowling Green, Kentucky field office.

**Summary of Position:**

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The UniServ Associate is responsible for providing secretarial support and assistance to the assigned UniServ Director(s) and elected district and local leadership, in carrying out program activities and maintaining a smooth office operation.

**KEA Mission and Vision:**

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*KEA is the preeminent voice for quality public education. We unite, organize and empower our members to advocate for themselves and to ensure a quality public education for every Kentucky student.*

**Association Values:**

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- **Advocacy:** uses effective, meaningful communication and action to promote the interests of school employees and public education
- **Collective Action:** works together to achieve common goals
- **Integrity:** demonstrates sincerity, trustworthiness and reliability
- **Professionalism:** directs sound judgment, empathy, and high standards
- **Respect:** consistently values individuals and their contributions
- **Unity:** lays the foundation for a strong association through shared vision

**Essential Position Responsibilities:**

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**Administrative Support:** Provide routine secretarial assistance to the UniServ Director. Additionally, provide secretarial assistance to local and district association leadership working collaboratively with the UniServ Director.

**Data Management:** Create and maintain accurate member information in IMS or other approved database; Correspondence, data entry and retrieval, filing, materials preparation and dissemination. Maintain all appropriate accounts, files, and office inventory including the ordering of necessary supplies.

**Office Management:** Maintain office operation and oversee the day-to-day logistics for maintaining a clean and well-organized workspace in the absence of the UniServ Director. Maintain office inventory, including the ordering of necessary supplies and maintaining petty cash and other appropriate accounts.

### Education & Experience:

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- Successful completion of job-related coursework beyond high school, or equivalent experience.

### Technical Competencies:

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**Administrative Support:** Performs and facilitates execution of administrative activities and procedures for the operation of an office or facility.

- Coordinates planning and/or scheduling of meetings and events
- Manages correspondence and communicates organizational information to appropriate parties as required
- Manages office/facility repositories and record keeping systems for storage, tracking and retrieval of information and materials
- Monitors and recommends methods for improvement of office/facility procedures and functions
- Possesses the ability to take shorthand/speedwriting
- Prepares and/or updates reports, correspondence and other documents
- Serves as a trusted partner providing support on administrative and business management matters/activities
- Utilizes and stays current on available technology and standard office equipment, including typewriter, copy machine, computers, calculator, and Dictaphone

### Industry Knowledge:

- High level of proficiency in Microsoft Office and Internet-based data programs.
- High level of proficiency in IMS or similar databases or willingness to be trained

**Internal Resource Management:** Identifies, prioritizes, and manages resources (e.g., people, systems, space, budgets, and contracts) to foster productivity and deliver solutions.

- Applies knowledge of organization to define requirements and acquire resources
- Articulates the functions and objectives of the organization and the relationship between own office and the larger organization
- Builds and leverages networks to work across the organization and achieve results
- Develops realistic and manageable budgets based on organizational goals, objectives, and priorities
- Optimizes processes by coordinating interactions across the organization
- Tracks and evaluates organizational budget, inventory, space, purchasing and personnel activities

**Office Administration:** Applies knowledge of support principles, practices, policies and processes to ensure effective and efficient administrative operations.

- Gathers, organizes, maintains and archives data, information and records manually and through computer-based applications systematically (alphabetically, chronologically, by subject, etc.)
- Manages correspondence and communicates organizational information to appropriate parties as required
- Manages office/facility repositories and record keeping systems for storage, tracking, internal control, and retrieval of information and materials
- Prepares and/or updates reports, correspondence and other documents
- Resolves administrative issues by deducing appropriate avenues of inquiry or sources of information
- Structures and organizes administrative work to promote the efficient operation of the office

**Other Requirements:**

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- Ability to maintain physical condition and stamina appropriate to the performance of assigned duties that may include sitting and standing for extended periods, operating office equipment, using technology and limited lifting and carrying related to office responsibilities
- Ability to pass a criminal background check
- Access to a personal automobile for work use, and ability to provide evidence of insurance
- Must possess and maintain a valid Kentucky driver's license, or have the ability to obtain one
- Willingness to travel extensively by various conveyances, including driving an automobile

*The statements contained herein are intended to describe the general nature and level of the work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it. Management reserves the right to modify add/or remove duties, and to assign other duties as necessary. In addition, other reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this positions.*

**Salary:**

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Salary and benefits are determined by the contract negotiated between the KEA Board of Directors and KEA Staff Organization. KEA provides a generous benefits package to all employees.

**How to apply:**

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Qualified candidates should submit a letter of interest describing their experience in the areas listed in the job description, resume, reference letters along with names and contact information of three references to:

Kayne Ishmael, Assistant Executive Director of Affiliate Relations  
Kentucky Education Association  
401 Capital Avenue  
Frankfort, KY 40601  
[Kayne.Ishmael@kea.org](mailto:Kayne.Ishmael@kea.org)

**Deadline for submissions is COB Friday April 5, 2019.  
The position will remain open until filled.**