

DATE January 22, 2024

INTERNAL/EXTERNAL POSTING

Job Title: Administrative Assistant,
Racine Education Uniserv Council (REUC)

Location: Racine, WI

Reports to: REU President and Executive Board

Job Description:

Provides administrative support and maintains office operations and records for the Racine Education Uniserv Council (REUC) members and staff. The Racine Educators United (REU) is an affiliate of the Wisconsin Education Association Council and the National Education Association. The REU is a labor union representing teachers and educational assistants within the Racine Unified School District. The office is in Racine, WI.

Required Qualifications:

- 3+ years administrative experience
- Associate or bachelor's degree in administration, business, or related field
- Demonstrated experience in the use of software including Microsoft Office Suite, Google Suite, accounting software and web-based applications
- Demonstrated ability to communicate clearly, respectfully, and effectively in both written and oral communications
- Excellent organizational, time management, and multi-tasking skills with an attention to detail despite frequent interruptions
- Demonstrated ability to work independently and collaboratively, and set priorities to meet the demands of the position
- Demonstrated competency in grammar, spelling, and vocabulary
- Demonstrated ability to use discretion and good judgement regarding confidential information
- Ability to meet and work effectively with people across multiple levels of the organization

Preferred Qualifications:

- Five or more years of broad and increasingly responsible administrative experience
- Office management experience
- Knowledge of/or experience with labor unions or labor relations
- Knowledge of/or experience with public school systems
- Willingness to maintain and enhance professional competencies by participating in professional development workshops and training sessions related to current position and responsibilities

In this position you will:

- Create and maintain an organized office for the efficiency of REU business
- Prioritize, organize, and carry out projects from start to finish in a professional and timely manner
- Work independently, exercise sound judgment, assume individual initiative, and maintain confidentiality when necessary
- Manage records by processing membership information and cancellations, and contact lists
 - Maintain accuracy and currency of membership database

- Follow the association record retention policy
- Communicate effectively with REU officers, members, staff, RUSD administrators, and the public
 - Greet members, leaders, and the public in person or on the telephone, answering or referring inquiries and completing requests
 - Answer basic member questions regarding district policy and procedures
 - Present a positive image of the association to all parties
 - Light drafting of communications
- Sort and distribute mail; maintain stamps, mailing and package shipment supplies
- Maintain inventory and maintenance of all office equipment, supplies, and services; fulfill approved materials requests and make approved purchases
- Serve as the point of contact with all tenants and potential tenants in acquisition and maintaining of the leases to the property
- Perform accounts payable duties: review all invoices for appropriate documentation, correct discrepancies, process employee and officer mileage and expense reports
- Perform accounting duties for the Building Corporation and Political Action Committee including all necessary forms associated with the accounts and overseeing yearly audit
- Arrange meetings, conferences, teleconferences, and travel
- Search out and identify new work when all tasks are completed
- Engage in membership recruitment and organizing projects as approved by REU President
- Perform other duties as assigned
- Promote and adhere to REU policies

Education

Associate or bachelor's degree

Salary & Benefits

Salary commensurate with experience. Generous benefit package, including, but not limited to, health, dental, vision, life and long-term disability insurance, liberal employer retirement contribution, vacation, sick and personal leave.

Application Procedure

A person interested in applying for this position should submit a letter of interest, two letters of reference and a resume no later than **5 p.m., Friday, February 2, 2024.**

Please submit resume to:

Racine Education Uniserv Council (REUC)
 ATTN: President Angelina Cruz
 1201 West Blvd.
 Racine, WI 53405

or

CruzA@weac.org

(Reference: Administrative Assistant)

AN EQUAL OPPORTUNITY EMPLOYER
