



NEW JERSEY ASSOCIATION OF SCHOOL ADMINISTRATORS JOB DESCRIPTION

TITLE: Administrative Assistant

REPORTS TO: Executive Director

QUALIFICATIONS:

Experience and training demonstrating excellence in:

1. Oral Communication
2. Writing
3. Organization
4. Prioritizing work and managing time
5. Maintenance of confidentiality
6. Typing and Technology skills including Word, Excel and other software applications
7. Schedule management
8. Minute taking
9. Report compilation
10. Replying to general correspondence

RESPONSIBILITIES:

1. Serve as confidential secretary to the Executive Director
2. Maintain Executive Director's calendar - coordinate and confirm meetings
3. Serve as liaison to NJASA Officers, Executive Committee, County Affiliate Presidents and Past Presidents
4. Assist Executive Director in preparing Officers Meeting and Executive Committee Agendas, Executive Director's Report, Executive Committee Review and Executive Committee Meeting Minutes
5. Maintain Executive Committee Records
6. Prepare all correspondence, testimony and e-mails for Executive Director
7. Arrange Executive Director and Officer Corp travel arrangements and meeting registration
8. Serve as liaison in coordinating the Distinguished Service Award Committee, Superintendent of the Year Committee, and Nominating Committee
9. Coordinate LEE (Leadership for Educational Excellence) Group Meetings
10. Serve as liaison for AASA Governing Board Members

11. Assist with NJASA Conferences
12. Assist/Back-up Communications Secretary
13. Serve a back-up for Legal Department secretaries and receptionist
14. Performs any other related duties of special projects as directed