



NEW JERSEY ASSOCIATION OF SCHOOL ADMINISTRATORS JOB DESCRIPTION

TITLE: Assistant to Office/Membership Services/Exhibits Manager

REPORTS TO: Office, Membership and Exhibits Manager

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:

Assists Office Manager in all aspects of membership renewal, retention, and solicitation of NJASA members. Assists manager in the day-to-day operations of the office and surrounding property. Coordinates the ordering, delivery, and payment of office supplies, meeting refreshments, cleaning materials, and paper products. Acts in the place of the Office Manager when needed.

Membership

1. Assembles and disseminates solicitation materials, phone calls and other activities related to membership.
2. Keeps track of members' retirements, new appointments, leaves of absence, moves to other districts.
3. Contacts districts to ensure members' office record cards, purchase orders, and related documents are received in a timely manner to renew their yearly membership.
4. Responds to inquiries from members regarding services and/or programs sponsored by NJASA.
5. Provides information and services to members as needed to assist them in renewing their membership or helping resolve a related problem.
6. Assists in the preparation of various mailings to the membership.

General Office Assistance

1. Assists Office Manager in maintaining the smooth operation of the office.

2. Helps maintain the office calendar.
3. Acts to ensure all necessary office equipment, furnishings, and appliances are maintained in good working condition.
4. Provides secretarial/clerical assistance to all departments.
5. Assists in the various onsite duties associated with Association conferences and events.

6. Ensures building maintenance services and annual inspections completed as scheduled and/or as needed.
7. Inventories and orders office supplies.
8. Assists in the preparation of meetings.
9. Responsible for preparing conference rooms and adjacent areas for meetings and training sessions, which may include setting-up and/or cleaning-up rooms.
10. Prepares meal plans for meetings and arranges for catered meals, as well as purchases food items to be served at meetings.
11. Places all orders for meeting refreshments. , which includes picking up items and properly storing them.

Perform any other duties above and beyond those set forth herein as assigned by the Executive Director or Office/Membership Services Manager.