



WASHINGTON ASSOCIATION OF SCHOOL ADMINISTRATORS JOB DESCRIPTION

POSITION TITLE: Office Assistant

REPORTS TO: Executive Assistant

POSITION OVERVIEW: This 20-hour a week position provides clerical support to assist the WASA staff in the completion of their work activities. Some flexibility in work schedule allowed during the 8 a.m. to 5 p.m. workday.

ESSENTIAL FUNCTIONS:

- **Performs Receptionist Duties.** Assists with answering phones and transferring calls to appropriate person, processes mail, greets visitors, maintains general office tidiness, and keeps beverage refrigerator and business card holders filled.
- **Assists With Event and Meeting Support.** Copies and collates event and meeting materials; assembles packets and binders; and assists with preparation of name badges and name tents.
- **Maintains Production Room.** Orders and inventories office supplies; maintains production room; and operates copier (keeps copier loaded with paper, staples, and toner), fax machine (checks fax machines for paper and toner and delivers to appropriate staff), and postage meter (maintains funds and tape).
- **Assists With Mailings.** Assists with mailing invoices for WASA, ERNN, WSASCD, and SIRS dues, *Leadership Information* to districts, invitations, and Management Reviews.
- **Assists With Membership Recruitment.** Looks for potential new WASA members in the Washington Education Directory and assists with recruitment and new member emails.
- **Runs Errands.** Takes WASA staff, consultants, and members to the Capitol for meetings. Picks up supplies and awards, takes deposits to bank, and makes Costco runs.
- **Assists WASA Consultants.** Makes copies as requested, prepares AEA letters to legislators, and assists the AEA consultant with the Day on the Hill event (invitations, packets, etc.).
- **Updates EduPortal Documents and Scans Bargaining Contracts.**
- **Updates WASA Historical Files.** WASA Board, Honorary Awards, Region Presidents, etc.

OTHER DUTIES

- Assists with storeroom organization.
- Assists with and at association functions and events as assigned.
- Transfers Board packets to server.
- Assists with special projects.

QUALIFICATIONS

- Knowledge of and ability to provide excellent customer care.
- Knowledge of and ability to use office machines and be proficient in Word, Excel, and Outlook.
- Knowledge of business telephone etiquette.
- Ability to prioritize and handle multiple projects.

- Detail oriented, accurate, flexible, and reliable.
- Function as a strong member of a team.
- Possess a valid Washington State driver's license.

WORKING CONDITIONS: Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and association procedures.

Physical Demand

- Indoor office environment.
- Balancing, bending, crouching, kneeling, reaching, and standing.
- Lifting, carrying, and moving work-related supplies and equipment.
- Frequent hand/wrist motion, i.e. keyboarding.
- Frequent sitting.

FAIR LABOR STANDARDS ACT (FLSA) STATUS: Non-exempt

***NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.*

WASHINGTON ASSOCIATION OF SCHOOL ADMINISTRATORS IS AN EQUAL OPPORTUNITY EMPLOYER

To apply, send resume, cover letter, and application to:

Marilee Jensen
WASA
825 Fifth Avenue SE
Olympia, WA 98501
mjensen@wasa-oly.org
Fax: 360.352.2043