

# Arkansas Association of Educational Administrators

## Position: Administrative Assistant

---



**Primary Function:** Serve as receptionist and secretary for the AAEA. Administrative Assistant reports directly to the Director of Learning Services & Operations.

### Major Responsibilities:

1. **Serve as Receptionist for the Association:**
  - Answer all incoming calls in a friendly, courteous and professional manner, assisting callers as needed
  - Greet and assist visitors in a professional manner, making them feel welcome
2. **Assist Certification Programs:**
  - Maintain Records of Certification Programs
    - Document all professional development for the certification programs, entering data promptly following events and maintaining accurate records
  - Assist members with access to professional development documentation
  - Prepare materials for conferences/training
3. **General Office Duties:**
  - Process all incoming and outgoing mail in a timely manner and tend to postage meter as needed (add postage, download updates)
  - Distribute incoming fax documents
  - Order catering for meetings when requested
  - Clean kitchen and board rooms after meetings, putting away food and emptying trash
  - Keep refrigerator stocked and coffee made for meetings
  - Maintain inventory of supplies, ordering as needed
  - Request service calls for equipment and submit required monthly meter readings on copy equipment
  - Request service calls for facilities repair, security and phone service, and other needed repairs
  - Tend to building alarm and fire alarm as needed
  - Submit monthly custodian evaluation
  - Maintain calendar for all meetings in AAEA building
  - Maintain board member lists for constituent groups and check for updates
  - Order plaques for presentations
  - Prepare and mail plaques and other recognition materials
4. **Membership/Conference Registration:**
  - Assist with the following membership and conference items when needed, maintaining accurate data: log-in and password, member registration for conferences, sending invoices and providing follow up
  - Post all payments received, maintaining accurate data, and balancing the records
  - Document professional development for AAEA conferences, entering data promptly following conferences and maintaining accurate records
  - Assist members as needed with access to professional development documentation
  - Prepare conference name badges
  - Copy materials needed for handouts for conferences/meetings
  - Prepare exhibitor packets for conferences with exhibitors

5. **Summer Conference Duties:**
  - Assist with conference registration
  - Provide other assistance for summer conference as needed
  - Gather information for retiring administrators for recognition at summer conference
6. **Work with Member Relations Manager to Update Who's Who**
  - Send emails to districts
  - Gather and compile information from each school district and applicable education agency with up to date administrative changes
7. **Perform other duties as assigned by the Director of Learning Services & Operations or Executive Director**