

Employment Opportunity

The Management Council of the Ohio Education Computer Network

Seeks: Executive Administrative Assistant

Effective: September 25, 2018

Application Deadline: October 12, 2018 at 5:00 pm

The Management Council of the Ohio Education Computer Network seeks an Executive Administrative Assistant for the office of the Chief Executive Officer.

The Executive Administrative Assistant will provide administrative and clerical support to ensure the efficient operation of the office of the Chief Executive Officer. The individual will implement and monitor administrative systems, procedures, and policies and provide support to the Chief Executive Officer through a variety of organizational and communication tasks, completed accurately and delivered with high quality in a timely manner.

Desired Qualifications: A Bachelor's degree along with three to five years experience in executive administrative support and procedures with a background and knowledge of the Ohio Education Computer Network and/or Ohio's educational environment preferred; strong administrative and organizational skills, both analytical and problem solving; ability to work on multiple projects simultaneously, to manage multiple tasks accurately, and achieve deadlines under pressure; exceptional internal and external customer service skills, over the phone, by email and in person; excellent written and verbal communication skills – writes, speaks, and interacts clearly and professionally; resourcefulness and ability to work in a fast-paced environment with strong attention to detail; ability to handle sensitive information with integrity and confidentiality. This position requires the ability to drive and travel as needed throughout Ohio.

This part-time (up to 28 hours per week) position includes a salary commensurate with education and experience in a K12 or ITC environment. The anticipated salary range for this position is from \$15 to \$25 per hour.

The position description is below and is available on [www.mcoecn.org careers site](http://www.mcoecn.org/careers) while this opportunity is open. Interested professionals should submit a cover letter, current resume, and three confidential references with contact information by the posting deadline to: Greg Buddelmeyer (HR@managementcouncil.org).

The Management Council reserves the right to not fill or to repost the position if a successful candidate is not found. Every consideration will be given to underrepresented and nontraditional candidates. The Management Council does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, military status, ancestry, genetic information or any other legally protected category in its employment decisions.

About the Management Council and the Ohio Education Computer Network

Ohio's Information Technology Centers (ITCs) work together through a statewide network known as the Ohio Education Computer Network (OECN). The Management Council represents and supports the collaborative efforts of the OECN, which implements a broad spectrum of academic and administrative technologies across Ohio's PreK-12 education system. While the ITCs and the Management Council are the key components of the OECN, other organizations collaborate in the OECN, including the Ohio Department of Education and OARnet. Ohio district and school customers are the primary beneficiaries of the system of services and support from organizations of the OECN.

Job Description
Executive Administrative Assistant
Management Council of Ohio Education Computer Network

Reports To: Chief Executive Officer

Overview: Provides administrative and clerical support to ensure efficient operation of the office of the Chief Executive Officer. Implements and monitors administrative systems, procedures, and policies. Supports the Chief Executive Officer through a variety of organizational and communication tasks, completed accurately and delivered with high quality in a timely manner.

Specific Duties:

1. Represents the Chief Executive Officer as first point of public contact, through phone and email.
2. Provides administrative support, including scanning, copying, data entry, mailings, purchasing and filing.
3. Communicates with staff, consultants, and stakeholders through written documentation, phone, and email.
4. Creates, prepares, modifies, and prints documents, including correspondence, reports, memos, and emails, as requested by Chief Executive Officer.
5. Database management of all distribution lists.
6. Assists with purchasing supplies and maintains office inventories.
7. Maintains electronic and hard copy filing system as required.
8. Coordinates and maintains Chief Executive Officer's schedule and calendar.
9. Coordinates preparations and logistics for Board of Trustees meetings, Information Technology Center (ITC) Directors meetings, and other meetings as assigned, including materials preparation, travel, and meal arrangements.
10. Conducts all work in a professional manner through excellent interpersonal skills, effective communication, courteous manner, a positive attitude and cooperative demeanor.
11. Completes high quality work with accuracy, usefulness, and effectiveness, in a timely manner, meeting required deadlines.
12. Works with others in a positive, productive manner, contributing to the achievement of team and organization goals.
13. Analyzes and solves problems within realistic time frames.
14. Works independently and collaboratively in virtual environments.
15. Keeps up-to-date with best practices and current trends and acquires new knowledge and skills to meet changing demands.
16. Respects privacy while maintaining confidentiality of privileged and sensitive information.
17. Follows requirements for professional development as established for the Management Council.
18. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment with the Management Council.

19. Demonstrate professional ethical behavior and serve as an appropriate representative of the Management Council. Adhere to all the rules and regulations of the Management Council and the State of Ohio.
20. Perform such other relevant duties as may be assigned by the Chief Executive Officer.

Typical Performance Measures:

1. Performance of job duties in a consistently high manner.
2. Active participation in team meetings, professional development, and other collaborative activities.
3. Demonstrated willingness to provide skills, expertise, and experience in support of team members and Management Council staff.
4. Volunteers to lead or serve on projects of the Management Council or ITCs.
5. Displays a positive attitude and is considerate and professional in sharing ideas and discussing ideas proposed by others.
6. Meets or exceeds any standard benchmarks available for evaluation of performance.

Qualifications:

1. Bachelor's degree preferred. Three to five years of executive administrative support experience preferred.
2. Proficient in Microsoft Office and use of office management systems and procedures.
3. Background and knowledge of the Ohio Education Computer Network and/or Ohio's educational environment preferred.
4. Strong administrative and organizational skills, both analytical and problem solving.
5. Ability to work on multiple projects simultaneously, to manage multiple tasks accurately, and achieve deadlines under pressure.
6. Exceptional internal and external customer service skills, over the phone, by email and in person.
7. Excellent written and verbal communication skills - writes, speaks, and interacts clearly and professionally.
8. Resourcefulness and ability to work in a fast-paced environment with strong attention to detail.
9. Ability to handle sensitive information with integrity and confidentiality.
10. Ability to lift and transport items weighing up to 20 pounds.
11. Ability to occasionally drive and travel throughout Ohio.

Position Status:

1. This has been determined to be a non-exempt position under the Fair Labor Standards Act.
2. This is a 12-month, part-time (up to 28 hours per week) position and is evaluated annually.