



557 West Center Street  
Pleasant Grove, UT 84062

Michael D. Gowans, *President*  
Brandon Engles, *V. P. Elementary*  
Derek Smith, *V. P. Secondary*

*Glenda Anderson, Executive Director*  
*Thomas Stauss, UniServ Director*

## ALPINE EDUCATION ASSOCIATION – VACANCY ANNOUNCEMENT

### ADMINISTRATIVE ASSOCIATE SUPPORT PROFESSIONAL

Part-Time Position (24-Hours a week; physically working

3-days a week in the AEA office, 8:00 a.m. – 4:30 p.m.)

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Date of Posting:	May 1, 2024	Closing Date:	Until filled
Interviews:	Approximately week of May 20, 2024	Employment Date:	Approximately June 10, 2024
Salary:	Starting hourly rate will be commensurate with training and experience. Health insurance and Utah Retirement System benefits are not available for this position.		
Classification:	Half-Time/Non-Exempt (non-supervisory; overtime eligible)		

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### **Organization and Position Summary**

The Alpine Education Association (AEA) Administrative Associate Support Professionals will provide support to the AEA President, Executive Director, UniServ Director, Executive Board and the Board of Director/Alpine Council.

The AEA is a professional association for certified employees, representing and supporting active educators, school counselors, psychologists, speech language pathologists, occupational and physical therapists, librarians, licensed education-related service providers and retired educators. Under the general direction of the AEA executive director and UniServ director, this position provides administrative and clerical support to more than 2150 AEA members and association leaders employed by Alpine School District.

Responsibilities include preparing AEA Association Representative (AR) agendas (usually monthly); minutes from AEA AR meetings; maintaining records and files; updating the AEA AR list; updating the website; maintaining membership reports; assisting with new member enrollment; reconciling monthly dues with the UEA, Alpine School District Office, and SlimCD; providing direct support to AEA members via the telephone, text, email, in-person, etc.; sending emails to ARs, members and non-members on a regular basis; miscellaneous, various other duties and assignments as needed, and as assigned to support the AEA leadership and AEA members.

## Essential Functions

- Works closely with elected association leaders engaging in various activities such as AEA Rep meetings, retirement dinner, annual AEA Elections and annual AEA movie.
- Performs bookkeeping responsibilities, including tracking of special incentives, incentives, and grants.
- Coordinates with Alpine school district for membership dues collected through payroll deduction and processes dues collected through check and EFT payments through SlimCD.
- Performs accounting related functions in an organized, accurate, and timely manner. Provides clear accounting records for review on a regular basis.
- Processes and maintains web-based membership data systems and runs reports as needed.
- Responsible for office coordination including phones, deliveries, visitors, and other varied clerical duties such as meeting preparations, mailings, spreadsheets, PowerPoint presentations, copying and preparing handouts, assembling documents, etc.
- Requires excellent problem-solving skills such as scheduling or rearranging work to meet deadlines.
- Demonstrates ability to be self-motivated; prioritizes and manages duties efficiently, without constant supervision.
- Maintains confidential and historical files.
- Drafts letters, flyers and other oral and written communication.
- Must be proficient in Microsoft Office applications (Word, Excel, and PowerPoint). Other programs used are QuickBooks, Citrix and Canva. Knowledge of setting up and maintaining websites.
- Data entry, filing, copying, scanning, reconciling and the ability to work under pressure and deadlines.
- Receive visitors and answer phone calls.
- Check mail and drop box.
- Other duties as assigned.

## Clerical Assistant Duties

- Provide support to the Dental Plan Associate
- Oversee scanning of financial, AR/Board minutes, roll & dental records
- Assist ED with the annual audit
- Prepare AR packets for AR Meetings
- Email Association Representative (AR) Meeting reminders
- Schedule rooms for (AR) meetings
- Oversee Agenda/Minutes and Roll for AR Meetings, including AR Kickoff
- Update rosters from school websites
- Scan-in membership forms and make copies
- Maintain current list of AEA Reps, Board Members and provide email support
- In April, prepare relicensure points for Reps and Board Members
- Order and prepare Christmas Cards
- Oversee member birthday emails
- Oversee AEA Retirement Dinner in May
- AEA Bookmark support quarterly
- Order supplies and keep office organized
- Oversee House of Delegates/Pre-House Letter in March
- Oversee NEA Representative Assembly
- Oversee Member Movie Event in December
- Renew fire extinguishers in February
- Creates Flyers and help update website as needed

## Membership/Financial Duties

- Perform various assignments utilizing QuickBooks
- Maintain member and non-member database and lists
- Oversee SlimCD, and IMS databases, data entry, and reconciliation monthly
- Oversee and process member deductions
- Oversee changing EEL memberships back to payroll or SlimCD so deductions begin September 1<sup>st</sup>
- Oversee membership reports, member emails, and new hire emails
- Oversee membership changes to both databases
- Responsible for Early Enrollment Liability Program – March to July
- Maintains new membership enrollments/welcome email packets
- Oversee tracking on special projects as assigned including the SmartPay tracking sheet
- Maintain database for principals
- Oversee Teacher of the Year/Other Awards in March, etc.
- Oversee Alpine Local Elections in February
- Oversee Professional Certificates in February
- Oversee New Teacher Luncheon in August
- Update Dues sheet in July and put end dates for members terming or retiring
- Update IMS in July with appropriate codes
- Update SlimCD with new rates between Sept. 2<sup>nd</sup> and September 20th

## Qualifications

Minimum of two years' recent experience in a similar position performing similar duties required. Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment. Exceptional attention to detail. Excellent computer skills including typing, knowledge of Microsoft applications (Word, Excel, PowerPoint, Teams, etc.), Google applications (Docs, Sheets, etc.), Adobe, QuickBooks, etc. Experience or ability to learn and utilize other databases, software programs, etc. Experience with performing general and complex accounts reconciliation. Ability to handle multiple priorities, manage projects and meeting deadlines through frequent interruptions. Requires self-direction and excellent interpersonal and judgment skills. Excellent oral and written communication skills and excellent customer service skills required.

## Working Conditions

The incumbent selected will work in the office three (3) days a week, 8-hours a day (8:00 a.m. – 4:30 p.m.), 24-hours a week. On occasion this position may require work after hours. The characteristics required for this position are: willingness and ability to accomplish job expectations; resolve conflicts and solve problems in a professional manner, work professionally with others and as a team player, and make correct decisions; competent, professional, and loyal; honest and ethical. Some minimal travel locally is required, with mileage reimbursement provided.

## **Application and Process**

Interested applicants must submit electronically the following:

- Letter of interest
- Completed application (attached)
- Resume
- Three professional references from current and previous work supervisors

Documents must be submitted electronically to the attention of Glenda Anderson at the following email address: [glenda@alpineuniserv.org](mailto:glenda@alpineuniserv.org)

Questions regarding the position or the application/hiring process should be sent to the above email address.

Candidates selected for interview will also be asked to complete a few administrative skills testing exercises, to be scheduled separately.

**ALPINE EDUCATION ASSOCIATION**  
**Application for ADMINISTRATIVE ASSOCIATE SUPPORT PROFESSIONAL**  
557 West Center Street  
Pleasant Grove, UT 84062  
801-224-2055, FAX 801-224-6137 Email: [glenda@alpineuniserv.org](mailto:glenda@alpineuniserv.org)  
Application Deadline: Open until filled.

**PERSONAL**

1. Name \_\_\_\_\_ Date \_\_\_\_\_
2. Address \_\_\_\_\_  
\_\_\_\_\_
- Phone: Home \_\_\_\_\_
- Phone: Work \_\_\_\_\_
- Phone: Cell \_\_\_\_\_
3. E-mail address \_\_\_\_\_

**EDUCATION**

4. High School \_\_\_\_\_ High School Diploma: Yes \_\_\_ No \_\_\_
5. University \_\_\_\_\_ Yrs. Attended \_\_\_\_\_ Grad. \_\_\_\_\_
6. Business School \_\_\_\_\_ Yrs. Attended \_\_\_\_\_ Grad. \_\_\_\_\_
7. Other \_\_\_\_\_ Yrs. Attended \_\_\_\_\_ Grad. \_\_\_\_\_

**SKILLS**

8. Please indicate which skills you possess.

- |   |   |
|---|---|
| <input type="checkbox"/> Reconciling monthly data   | <input type="checkbox"/> Word                   |
| <input type="checkbox"/> Filing                     | <input type="checkbox"/> Excel                  |
| <input type="checkbox"/> Bookkeeping                | <input type="checkbox"/> Gmail                  |
| <input type="checkbox"/> Phones/Public Relations    | <input type="checkbox"/> Show Initiative        |
| <input type="checkbox"/> Grammar/Punctuation        | <input type="checkbox"/> Dependable/Honest      |
| <input type="checkbox"/> Works well with others     | <input type="checkbox"/> Data Entry             |
| <input type="checkbox"/> Good organizational skills | <input type="checkbox"/> Website management     |
| <input type="checkbox"/> PowerPoint                 | <input type="checkbox"/> Basic Financial        |
| <input type="checkbox"/> Canva                      | <input type="checkbox"/> QuickBooks             |
| <input type="checkbox"/> Citrix                     | <input type="checkbox"/> Zoom/Google Meet/Teams |
| <input type="checkbox"/> Adobe                      | <input type="checkbox"/> Creating QR Codes      |
| <input type="checkbox"/> Event Planning             | <input type="checkbox"/> Sharp Printers         |

**EXPERIENCE**

9. Please list prior administrative support professional, secretarial and customer service experience that would apply to this position.

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**ADDITIONAL QUESTIONS**

10. Are you employed at the present time? \_\_\_\_\_. If so, who is your current employer?

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11. When could you begin work at Alpine Education Association?

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12. Do you have needs that would require time off during the year? Please Explain.

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**REFERRALS**

13. List your current and most recent employers.

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Phone/Email address \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Phone/Email Address \_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Phone/Email address \_\_\_\_\_

14. List three additional references.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone and email address \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone and email address \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone and email address \_\_\_\_\_