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UTAH EDUCATION ASSOCIATION – VACANCY ANNOUNCEMENT

ADMINISTRATIVE SUPPORT PROFESSIONAL OFFICE OF GENERAL COUNSEL/ LEGAL SERVICES

Date of Posting:	Aug. 12, 2021	Closing Date:	Sep. 9, 2021
Interviews:	Week of Sep. 20, 2021 anticipated	Employment Date:	Immediate
Salary:	Starting salary will be commensurate with training and experience. Range: \$36,158-\$45,436 Generous benefit package (medical, vision, dental, retirement, and PTO benefits).		

FLSA Classification: FT/Non-Exempt

Position Summary

Provide general support to the UEA's general counsel and director of Legal Services, committees and task forces as assigned. Activities include but are not limited to: frequent interaction with clients, field staff and outside attorneys in person, by email and by telephone; draft letters; proofread documents; prepare and process invoices and disbursement requests; maintain client records and files, manage general counsel's calendar and deadlines; receive and assist visitors; make arrangements for meetings, workshops and conferences; sort, read, date and route incoming mail; participate in various organization-wide conferences and workshops as needed. Reports to the associate executive director of Administrative and Governance Support.

Qualifications and Duties:

Three to five years recent experience performing comparable duties preferred; exceptional attention to detail; excellent computer skills including knowledge of Microsoft applications; ability to learn and utilize other databases; proven proofreading, editing and business writing skills; type 65 wpm; ability to handle multiple priorities and meet deadlines through frequent interruptions; requires self-direction, excellent interpersonal and judgment skills; maintain discretion and confidentiality; attends and takes minutes for meetings that are held after regular business hours; participates in group projects; contributes to promoting the success of the organization; other duties as assigned.

Submit a letter of interest, resume and three professional references to HR@myUEA.org.

Utah Education Association
Human Resources
P.O. Box 57880 Murray, UT 84157-0880

Utah Education Association is an Equal Opportunity Employer