

**Northern Utah UniServ Associate
Position Opening**



Date of Posting: July 15, 2021

Closing Date: August 20, 2021

Employment Date: September 1, 2021

FLSA Classification: FT/Non-Exempt Salary: Starting salary will be commensurate with training and experience.

Starting Range: \$33,000 – \$37,000 with generous benefit package (insurance, retirement and leave).

Location: The Northern Utah UniServ office is in downtown Logan, Utah, centered in the beautiful Cache Valley and encompasses the four northern school districts of Box Elder, Cache, and Rich counties as well as Logan city.

JOB SUMMARY & ACTIVITIES

An individual must be able to perform each essential duty satisfactorily to successfully perform the activities required of this position. The activities listed below are representative of the essential functions of the position and the knowledge, skills, and/or competencies required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

Northern Utah UniServ (NUU) Associate provides general support to the members and director of the Northern Utah UniServ; interacts with potential members, members, and leaders in person, over the phone and through email in a welcoming and professional manner; manages UniServ office operations smoothly; sends bulk emails on behalf of local presidents and the UniServ Director; manages logistics (meals, lodging, etc.) for UniServ meetings and other events as needed; Utilizes a database management system to enter and maintain membership records; collects, allocates and reconciles dues for four local associations within the UniServ region, including payroll deduction, eDues, and cash-payer accounts; prepares and manages all payment schedules and invoicing for these accounts as needed and communicates any changes to local school districts by prescribed deadlines; records and maintains member and leadership information in the database; prepares standard and custom membership reports; prepares and sends mailings; performs monthly and year-end reconciliation of membership and leader rosters; maintains confidential and historical files and governing documents for the UniServ.

The NUU Associate under the supervision of the Director maintains an accurate UniServ budget and monitors the budgets of locals as requested, paying invoices, servicing debts, and providing reimbursements associated with these accurately and on time; provides current budgets to Council members monthly; provides Council members minutes from monthly meetings.

The NUU Associate is the membership database analyst required to have an overall working knowledge of Association membership programs and efforts to support the Director and local leaders in providing joining and belonging opportunities such as new employee events; adds new members and otherwise updates membership records; prepares standard and custom membership reports for locals and the director; provides membership support for local affiliates; performs general clerical duties and other duties as assigned.

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EDUCATION, EXPERIENCE & SKILLS

High school diploma or general education degree (GED); associates degree preferred; three to five years recent experience in a similar position performing similar duties; must possess excellent oral and written communication skills and excellent customer service skills; must be organized, detail-oriented, self-motivated and dependable and believe in members' legal rights and responsibilities; experience performing general and complex accounts reconciliation; must possess excellent computer skills to include knowledge of all Microsoft applications (word processing, spreadsheets, etc.) and be able to type 50+ wpm; experience with scheduling; must have the ability to compose and format business correspondence; ability to manage multiple tasks simultaneously and function well under deadlines.

TO APPLY

Individuals interested in this opportunity are to submit a cover letter, resume and three verifiable professional references to:

Mike Mudrow, Northern Utah UniServ Council President

word.man@comcast.net