

ASSOCIATION OF INDEPENDENT LIBERAL ARTS COLLEGES FOR TEACHER EDUCATION

*Executive Assistant's Current Role and Responsibilities
Updated 7/15/2010*

Communication

Collaborate with executive members to create correspondence. Oversee and/or assist all mailings/emails to members.

Notify all members and invited guests of the time and place of each meeting, registration processes, and confirm attendance plans.

Develop strategy with the executive committee for two-way communication with membership (eg. social networking, web 2.0 applications, online presence with Facebook, institution presence/photos for members on AILACTE's site).

Strategize with the executive committee to collect data from member institutions highlighting professional education programs (searchable data).

Work with secretary and regional reps to support the membership drive process through database updates/renewals received.

Manage and update AILACTE website.

Meeting and Conference Planning

Prepare and circulate an agenda and additional conference materials for each conference and/or meeting;

Make logistical arrangements for annual meeting/conferences including contact with presenters, mailings, registration, accommodations, meals and the preparation of conference materials.

Facilitate resources/logistical arrangements for additional forums and executive meetings, as determined by the president.

Provide on site logistical support for conferences and meetings (see above)

Support to the President and the Executive Committee

Make logistical arrangements for Executive Committee meetings

Coordinate member representation for Models of Excellence committee, Governmental Relations committee, Scholar Award committee, Nominations committee and other committee meetings

Support the president as liaison to AACTE staff to ensure appropriate

AILACTE representation and facilitate clear communication.

Assist Executive Committee as requested, including specific tasks for the president, past-president(s), treasurer, secretary, and publications editor to support the ongoing business of AILACTE.

Organizational Business

Keep and process the regular correspondence of AILACTE
Maintain supplies of AILACTE letterhead, brochures, and business cards
Ensure all records of AILACTE are maintained and stored safely.
Create a process and protocol for an electronic archive of historical documents.
Work with the treasurer to ensure accuracy of financial records.

Time Commitment

Coordinate/Communicate work plan bimonthly with president.
Communicate with Executive Committee about expectations/meetings.
Coordinate organizational meetings and conferences (up to 8 days annually).
Coordinate Executive Committee summer board meeting.
Attend other functions as scheduled.
Weekly communication/event planning work (average 12 hours/week, with busiest months as follows: September-November, January-March and June).

Skills/resources needed

Attention to detail
Strong written and verbal skills
Strong organizational skills
Technology skills:
 Data base management (Microsoft Excel)
 Word processing (Adobe publication skills a plus)
 Web site design and management *desirable*
Experience with budgets and bookkeeping
Knowledge of teacher education issues *desirable*
Willingness to develop the position
Demonstrate initiative to manage national networks and prompt the Executive Committee
Other duties as assigned

Payment for Services

Service fee* invoiced monthly to current AILACTE treasurer.
Laptop, software, printer, and office supplies (paper, nametags, stamps) provided.
Travel to and from conferences, plus meals, supplied by AILACTE.
Conferences and meeting copy/plaque costs supplied by AILACTE.

*Monthly maximum rate determined by the executive board at hire. Contract for services commensurate upon ability/skill set.

Send letter of application via email with résumé to:

jill.n.lederhouse@wheaton.edu

Or, mail to the attention of:

Dr. Jill Lederhouse
Wheaton College
501 E. College Avenue
Wheaton, IL 60187-5593
Fax (630) 752-5555

Questions may be addressed to Jill at: (630) 752-5764

This position offers support to a national organization. Location of applicant is not problematic if within the United States. Candidates will be contacted via email and/or phone if selected for interview.

Position open until filled.