

**Official Job Posting – Part-Time Administrative Assistant  
Massachusetts Association of Vocational Administrators (MAVA)  
November 7, 2023**

Title

Part-Time Administrative Assistant

Job Summary

The Administrative Assistant will provide part-time clerical support to the Massachusetts Association of Vocational Administrators (MAVA).

The Administrative Assistant will assist the Coordinator of the MAVA Extended Campus Program. In that assignment, the Administrative Assistant to the Coordinator will assist in ensuring the smooth and efficient operation of the Extended Campus Program so that it will have the maximum positive impact on our MAVA members.

The successful candidate may be given a different assignment, at the discretion of the MAVA Executive Director, based on the changing needs of the organization.

Brief History and Overview of the Extended Campus Program

The Extended Campus Program is run by the Massachusetts Association of Vocational Administrators (MAVA) for its members. It offers graduate and undergraduate courses for vocational licensing for teachers and administrators. It may also offer postgraduate courses.

Courses are offered during the fall, spring, and summer. On average, MAVA offers 10-17 courses per semester, with an enrollment ranging from 200-350 students per semester.

The Extended Campus Program complements the work of MAVA Leadership Academy I and Leadership Academy II as well as other professional development activities offered through MAVA.

Duties

The successful candidate will:

- Assist the Coordinator with student enrollment and withdrawals.
- Create and process letters, e-mails, and other documents independently for the Coordinator of the Extended Campus Program.
- Respond to inquiries from students.
- Create master course lists.
- Prepare contracts for MAVA instructors.

- Maintain the database of all instructors and the courses they teach.
- Assist the coordinator with recruitment of instructors.
- Provide effective oral and written communications on behalf of the Coordinator.
- Maintain accurate records/rosters of all courses per semester.
- Format PowerPoint presentations, developing program informational flyers and expanding access to Curriculum and Teaching master's degree program.
- Use the assigned MAVA email address to conduct MAVA business.
- Carry out other duties as assigned by the Coordinator.

### General Requirements

The successful candidate:

- Must have at least five years of experience in a secretarial / clerical position
- Must be proficient with the use of a computer
- Must demonstrate excellent communication skills and be able to work effectively
- Must have excellent organizational skills
- Must be able to work independently
- Must be able to work on multiple tasks at the same time, set priorities, meet deadlines, and pay attention to detail
- Must be able to properly submit invoices for payment in the MAVA electronic bookkeeping system
- May have such alternatives to the above, as MAVA deems appropriate and acceptable

### Technical Requirements

The successful applicant:

- Must be adept at electronic communications, including email, Microsoft Office, Microsoft Excel, Microsoft Teams, Google Apps and other computer applications, as needed.
- Must be able to type 60 w.p.m.
- May have such alternatives to the above, as MAVA deems appropriate and acceptable

### Compensation

The successful applicant will be paid a stipend of \$500 per month for 12 months.

### Job Status

The Administrative Assistant is an independent contractor.

No employment benefits attach to this position.

### Contract Status

This is a one-year position.

### Selection Process

Candidates must submit a cover letter and current resume to Steven C. Sharek, MAVA Executive Director, at [stevesharek@MAVA.us](mailto:stevesharek@MAVA.us).

The position will remain open until a suitably qualified candidate is selected.

The MAVA Officers will approve the selection of the successful candidate, upon recommendation of the Executive Director.

### Start Date

The successful applicant is expected to begin the job immediately upon selection.

### Equal Opportunity

The Massachusetts Association of Vocational Administrators (MAVA) is an Equal Opportunity Employer. MAVA selects vendors, employees, and independent contractors without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, or disability.

MAVA seeks to actively recruit, welcome, and support a workforce which is diverse and inclusive of all people so that we can support the success and growth of all individuals.