

JOB DESCRIPTION

POSITION: Administrative Assistant

REPORTS TO: Accreditation Director, Site Visitor Development and EPP Accreditation

CATEGORY: Regular, Full-time Exempt

LAST REVIEWED: November, 2017

CAEP is the nation's sole accrediting body for teacher preparation. CAEP promotes excellence in educator preparation through outcome focused, and evidence-based, data-driven accreditation focused on improving student learning. We provide a framework for continuous improvement to ensure educator preparation providers (EPPs) prepare educators to teach diverse learners throughout the P-12 system. CAEP organizational values focus on: leadership, teamwork, initiative and creativity, strategic planning, shared responsibility and accountability, and service orientation to accreditation.

CAEP is seeking a highly motivated, professional individual to support the work of the accreditation team and External Affairs. The candidate will handle information requests related to training programs, prepare correspondence and presentations, arrange conference calls, and schedule training visits and events. The role supports a talented and fast-paced team and reports to the Accreditation Director, Site Visitor Development and EPP Accreditation.

Essential responsibilities and duties include but are not limited to:

- Field state and EPP phone and email inquiries related to accreditation procedures, training offerings, and site visitors.
- Provide administrative support to the Accreditation Director by managing and maintaining calendar, scheduling travel, reconciling expenses, developing and editing correspondence, and preparing briefing materials.
- Provide administrative support to External Affairs by routing and responding to inquiries from states, EPPs, and specialized professional associations (SPAs) and launching/monitoring e-mail campaigns.
- Monitor accreditation records for accuracy specifically as they relate to site visits, correspondence, and training.
- Serve as a conduit for scheduling trainings and presentations conducted by members of the accreditation team; including sending contracts for services, scheduling travel, reconciling expenses, and invoicing for services rendered.
- Other duties as assigned.

Requirements

- Minimum of two years of administrative support experience, preferably in a university, association, or non-profit environment.
- Bachelor's degree in education, public policy, or related field required
- Experience managing calendars, arranging travels, preparing travel itineraries, and reconciling expenses.

- Able to manage multiple administrative support assignments, meet deadlines, and work well in a team environment.
- Excellent listening and communication skills.
- Ability to present information professionally, concisely, and effectively, both verbally and in writing.
- Good judgment and proactive problem solving skills.
- Proactively seeks opportunities to challenge him/herself with new projects.
- Strong attention to detail and exceptional organizational skills.
- Ability to interact with staff at all levels in a fast-paced environment, remaining flexible, resourceful, and efficient, with a high level of professionalism and confidentiality.

Technical Skills

- Individual should be proficient in Word, Excel, and PowerPoint and have created or used charts, spreadsheets, and databases.
- Proficient at using GoToMeeting (or other webinar tool), Outlook, Doodle polls for scheduling, and other Intranet/Internet tools.
- Experience with state data systems and/or relational databases is desirable.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The position may be required to work evenings or weekends for special program events. The work environment is fast-paced

This position is based in Washington, DC.

Occasional weekend work and travel may be required.

CAEP offers a competitive benefit package which includes 100% employer-paid premiums for medical and dental employee-only plans, a 10% employer contribution to the 403(b) retirement plan, and a time-off program which includes vacation, sick, and personal days.

CAEP's goal is to continue to grow a highly engaged and collaborative staff through hiring those with a diversity of experience, viewpoints, and backgrounds. CAEP is an equal opportunity employer. CAEP will not discriminate against any individual employee, group of employees, or prospective employee because of race, color, religion, national origin, citizenship status, gender, sexual orientation, age, ancestry, marital status, disabilities, veteran status or other class of individuals protected by law. CAEP is fully committed to providing equal opportunities in all employment related activities including, but not limited to recruiting, hiring, advancement, compensation, training, benefits, transfers, terms of employment, and physical access to facilities within the financial resources of CAEP. CAEP will make reasonable accommodations for any physical or mental disability that limits an employee's ability to perform the essential functions of his or her job to the extent CAEP is aware of those disabilities. Furthermore, CAEP will fully comply with all federal, state, and local laws and regulations to guarantee equal employment opportunities.

Interested candidates are encouraged to visit www.caepnet.org to learn more about CAEP and the position. Those interested in applying should send their cover letter, resume, and salary requirement to angela.butler@caepnet.org no later than March 16, 2018.