



# POSITION ANNOUNCEMENT

## Executive Administrative Assistant **Deadline for Application: April 12, 2024**

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Cooperative Educational Service Agency 10 (CESA 10) is looking for an individual to serve as a full-time Executive Administrative Assistant to the CESA 10 Agency Administrator. This position is to assist in the effective and efficient operations of the agency by providing administrative support. Duties and responsibilities may vary periodically in relation to agency goals and special projects.

**Qualifications:** The ideal candidate will possess an associate or bachelor's degree in a related field (administrative professional, business, or human resources) or have recent years of comparable experience. Experience and professional characteristics that reflect a broad knowledge of administrative functions and personal relation skills along with excellent record keeping, organizational, oral, and written communication skills.

### **Related Skills:**

- Ability to manage confidential matters discreetly and professionally.
- Ability to write, edit, and create written content independently (press releases, announcements, newsletters, etc.).
- Ability to perform duties with a high level of independence.
- Ability to explain and interpret policies of the administrator's office to employees and the public.
- Ability to perform varied, difficult, and complex tasks at high rate of speed and accuracy.
- Ability to prepare and maintain clear, detailed, and complete reports.
- Thorough knowledge of computer software and proficiency in Microsoft Office Suite and Google.
- Excellent interpersonal and public relations skills.
- Ability to research and analyze diverse types of data information.
- Ability to make recommendations to effectively resolve problems or issues, by using judgment that is consistent with standards, practices, policies, procedures, regulation, or government law.
- Ability to manage multiple complex tasks simultaneously.
- Is or willing to become a Public Notary.

### **Performance Responsibilities:**

- Serves as Administrative Assistant to the Agency Administrator and Executive Director of Operations.
- Works independently and within a team on special nonrecurring and ongoing projects.
- Manages confidential data and information on a frequent basis.
- Attends Board of Control meetings and serves as recording secretary.
- Coordinates the review and updating of policies and procedures.
- Manages online systems, including, but not limited to, Safe Schools, My Learning Plan, WECAN, and Neon One.
- Disseminates the mail and assists with the accounts receivable process.
- Coordinates the development, dissemination, and collection of Service Contracts.
- Coordinates the Regional Kohl Scholarship process.
- Performs budget and account maintenance for Administration.

Complete job description information is located at: <https://www.cesa10.k12.wi.us/employment> - Administration.

This is a full-time position. Wages will be competitive with an excellent benefit package including health, dental, vision, life and disability insurance, retirement benefits, Wisconsin Retirement System pension, and paid time off. Interested applicants should apply on [WECAN](#). Deadline for applications is April 12, 2024.

**Human Resources  
Cooperative Educational Service Agency 10  
725 W Park Ave Chippewa Falls, WI 54729**

*It is the policy of CESA #10 to afford equal opportunity for employment to all individuals regardless of age, race, religion, color, sex, national origin or ancestry, handicap, physical condition, developmental disability (as defined in S.51.01(5)), arrest or conviction received (in keeping with S.111.32), sexual orientation or marital status.*