

**Administrative Specialist
Policy, Planning, and Research Division**

Reports to: Director of Academic Affairs and Policy and Director of Research and Planning (Dual Report)
Division: Policy, Planning, and Research
Classification: Administrative Specialist
Salary: \$45,000–54,000
Open to: Open until filled. For best consideration apply by January 27, 2014.

Agency Profile

The Washington Student Achievement Council links the work of the secondary schools, higher education, and state education agencies to achieve the mission of improving educational outcomes for students at all levels. Supported by a cabinet-level state agency, the Council proposes improvements and innovations needed to adapt the state's educational institutions to evolving needs, and advocates for increased financial support and civic commitment for public education in recognition of the economic, social, and civic benefits it provides. The agency also conducts research and analysis, protects education consumers, manages the Guaranteed Education Tuition (GET) college savings program, and administers state and federal financial aid programs.

About the Program or Division

The Policy Planning and Research (PPR) division analyzes issues, develops solutions, and creates strategies that guide the Washington Student Achievement Council's efforts to represent the public interest and advance higher education attainment in the state.

In support of the mission and goals of the Washington Student Achievement Council, the PPR division endeavors to:

- Improve student educational outcomes, transitions, and success at all levels through collaboration and effective communication with key stakeholders.
- Conduct innovative research and analysis of higher education issues, including but not limited to needs assessment, student transitions, and budget priorities.
- Play a key role in formulating, implementing, and assessing progress toward short-term strategic action plans and the ten-year Roadmap for Higher Education.
- Ensure educational consumer protection through authorization of private and out-of-state degree-granting institutions, approval of academic and occupational training programs for veterans, and program review.
- Develop strategies, policy and resource recommendations, and initiatives to advance higher education attainment in the state.
- Inform the public and policymakers on the economic, social, and civic benefits of education.

About the Position

The administrative specialist is an integral part of the PPR team. The administrative specialist is charged with high level administrative coordination and support, which includes tracking and monitoring subject matter and decision points in order to assist in the development of group and committee planning documents and discussion topics. The successful candidate is expected to possess or have the ability to develop a working knowledge of the various policy areas addressed by the division in order to develop agendas and provide other support to a variety of workgroups.

Support is also provided, as needed, to other units in the agency, including assisting with the development and assembly of Council meeting materials, updating the agency's website, and providing occasional back-up to the administrative support staff in the Executive Office. This position supervises the division's program assistant.

Essential Functions:

- Manage the division directors' schedules, screen requests for meetings, schedule meetings, and maintain calendars.
- Coordinate and oversee preparation for meetings and appointments and maintain schedules for a wide range of groups and activities.
- Coordinate and monitor projects and activities as directed, ensuring timely completion.
- Arrange travel for division staff, including transportation logistics, lodging, and reimbursement.
- Provide direct supervision and mentoring to the division's program assistant.
- Use the state's reporting system to analyze and monitor the division's expenses and budget, prepare fiscal reports, and draft program fiscal allotments.
- Prepare outgoing correspondence, screen incoming correspondence, and respond to inquiries and requests for information.
- Provide general administrative support for staff in the division.
- Attend various agency committee, planning, information, and process meetings.

Work Activities:

- **Manage meeting logistics for ongoing and ad-hoc workgroups**
 - Coordinate with lead staff and workgroup members to develop agenda and materials for meetings.
 - Maintain member and stakeholder lists.
 - Manage workgroup communication and maintain workgroup web pages as needed.
 - Identify and secure appropriate locations (on and off site), equipment, refreshments, and travel arrangements for division staff when needed.
 - Support remote meeting access through ITV, web-based conferencing, and/or phone connection when needed.
- **Manage travel arrangements and reimbursement for division staff**
 - Ensure travel authorization is accurate and completed on time.
 - Arrange for travel including conference registration, hotel reservations, air and ground transportation, and other requirements.
 - Assist staff with travel expense vouchers to ensure timely reimbursement.

- **Support budget management of the division**
 - Support budget review process.
 - Track expenditures for division purchases, contract payments, and travel.
 - Use the state's enterprise reporting system to monitor division expenditures and compare against allotted budget.
 - Order office supplies and other materials as needed.

- **Supervise and mentor the division's program assistant**
 - Oversee the activities of the division's program assistant; establish protocols and customer service for recurring activities; coordinate and issue work assignments, monitor work in progress, and assist staff with difficult or unusual tasks; and resolve problems.
 - Continually assess the performance of the division's program assistant, recognizing good performance and intervening appropriately when performance is not acceptable.
 - Conduct timely and meaningful evaluations of the division's program assistant.

- **Provide administrative support for staff in the division**
 - Proofread and format documents prepared in Word, PowerPoint and Excel for presentation to the Council, work groups, legislative staff, and higher education stakeholders.
 - Prepare correspondence as final for signature, send mail and email on behalf of division staff, screen incoming correspondence, and prepare or direct preparation of information required for the handling of inquiries or requests.
 - Order office supplies and other materials as needed.
 - Maintain and utilize distribution lists.
 - Maintain and update electronic and hard copy files necessary for division functions.
 - Respond to telephone inquiries from a wide range of constituents.

Requirements:

- Bachelor's degree or higher.
- Five years of increasingly responsible administrative, project, or event support experience.
- Three years of supervisory experience.
- Ability to support multiple remote conferencing platforms including web-based conference tools, ITV, and phone.
- High level of proficiency with Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook.
- Excellent written and verbal communication skills.
- Ability to organize, establish priorities, and meet deadlines.
- Demonstrated attention to detail.
- Ability to support multiple staff and projects simultaneously.
- Ability to work both independently with minimal supervision and collaboratively as part of a team.
- Ability to apply and interpret policies and procedures, use good judgment in evaluating and making decisions, and communicate effectively and in a professional manner with division staff and the public.

Desired Skills:

- Experience analyzing budgets and tracking expenses.
- Experience working with a policy board or other governing board or committee.
- Experience working in an education-related organization.
- Knowledge of state government policies and procedures.
- Experience updating and publishing websites.

Application Procedures:

To be considered for this position, you must meet the requirements listed above and submit a complete application package, which must include the following:

1. Letter of Application. A letter of application that addresses how you meet the qualifications described in this announcement.
2. Resume. A detailed resume including all educational and professional experience.
3. References. A list of names, titles, and current telephone numbers of three (3) professional references, including at least one (1) supervisor and one (1) peer.
4. Supplemental questionnaire.
5. Authorization to Release information. [Click here](#)
6. Affirmative Action Form (optional.) [Click here](#)

Submit your completed application materials to:

Karen Moton-Tate
Associate Director of Human Resources
Karenm@wsac.wa.gov
(360) 753-7802

APPLICATION CLOSING DATE: Priority consideration will be given to applications received by Monday, January 27, 2014, at 5:00 p.m.

Anticipated Start Date: March 1, 2014

Please note: The quality and completeness of the required application materials will be considered in determining whether candidates will move to the next phase of the screening process.

**PPR Administrative Specialist
Supplemental Questions**

1. Do you have a bachelor's degree or higher?
 - a. Yes
 - b. No

2. Describe how you meet the requirement of: Five years of increasingly responsible administrative, project, or event support experience.

3. Briefly describe your supervisory experience, including number of employees supervised, dates, and the position in which you gained your experience. If you have none, please enter N/A.

4. Describe your experience providing support to remote conferencing platforms (web-based conferencing tools, ITV, phone). If you have none, please enter N/A.

5. From 1–5, rate your proficiency in whole numbers for each of the Microsoft Office programs listed below.

Scale: 1 =no experience, but willing to learn

5= very good and could probably teach others.

Word _____

Excel _____

Outlook _____

PowerPoint_____

6 Describe your experience analyzing budgets and tracking expenses. If you have none, please enter N/A.

7 Do you have experience updating or publishing web sites?

a. Yes

b. No