



Department of Economic Development
An Equal Opportunity Employer
CAREER OPPORTUNITY

HUMAN RESOURCES

301 W High Street, Suite 620
Jefferson City, MO 65102

Interested candidates should:

Email a cover letter, resume, transcripts
and/or proof of high school
diploma/equivalency:

Leah.Norment@ded.mo.gov

Screening to begin immediately

Closing Date: Open Until Filled

Effective August 28, 2019, the Missouri Department of Higher Education and DED's Division of Workforce Development are transforming to become the nation's leader in preparing the workforce for the future. This combination will redefine Missouri's approach to postsecondary opportunities and increase the range of options available to citizens after they graduate from high school. Join our team during this historic time to develop the workforce of the future!

Administrative Office Support Assistant (AOSA) - Communications & Outreach

LOCATION: Jefferson City, Missouri

TRAVEL: Limited

SALARY: \$30,784.08 - \$33,976.08 annually

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential function of the job with or without reasonable accommodation.

- Provide administrative support to the Assistant Commissioner of the Communications and Outreach Team and team members.
- Coordinate travel arrangements for all members of the Communications and Outreach Team.
- Collaborate with the Communications and Outreach team on various projects.
- Draft and edit communications as requested.
- Support, create, develop and assemble event and meeting materials.
- Manage the Journey to College email inbox, site coordinator registrations, and volunteer management.
- Coordinate and track purchase requisitions and office supplies.
- Perform other related work as assigned.

KNOWLEDGE AND ABILITIES REQUIRED:

COMPETENCIES:

- Ability to work independently.
- Creative problem solver who takes initiative to find timely solutions.
- Excellent judgment, poise, and professionalism; ability to represent the Communications and Outreach Team to external partners.
- Strong written and oral communications skills.
- Attention to detail.
- Ability to re-prioritize tasks and support the Communications and Outreach Team based on frequently changing needs.
- Assist the Communications and Outreach Team in managing and prioritizing multiple projects and meeting deadlines.
- Proficiency in Microsoft Office products including Microsoft Outlook, Word, and PowerPoint.
- Ability to demonstrate regular and reliable attendance.

QUALIFICATIONS:

- One or more years of experience as a Senior Office Support Assistant with the Missouri Uniform Classification and Pay System; and possession of a high school diploma or proof of high school equivalency; OR,
- Four or more years of office or related clerical experience; and possession of a high school diploma or proof of high school equivalency.