Office Staff Assistant

March 25, 2021

The NASWA Office Staff Assistant will be responsible for organizing all administrative activities that facilitate the smooth running of the office, and designing and implementing procedures for retention, protection, retrieval, transfer, and disposal of records -including, but not limited to, the UI ITSC Project Task Order (PTO) SharePoint repository. The position will perform a variety of moderately complex tasks supporting the day-to-day activities of NASWA/CESER under the guidance of the Vice President, Technology Services and Programs, with input from the members of the NASWA Management Team. In general, these tasks include assisting in the project management process, preparing meeting materials, arranging logistics for meetings (meetings may be in-person or via teleconference and webinar) and aiding with A/V equipment, creating searchable databases, and developing spreadsheets, charts and/or graphs for presentations.

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