



Part-time ADMINISTRATIVE ASSISTANT

United Academics, the faculty union at the University of Vermont, seeks an administrative assistant to work part-time maintaining its member lists (Excel), listservs, website, social media, online elections, and providing general administrative support.

Overview of Responsibilities:

- Maintain membership and dues lists on Excel
- Assist Executive Director in maintaining website, listservs, social media
- Support in periodic online elections
- Support treasurer with bookkeeping tasks as needed
- Support with membership outreach, including occasional printing and mailing tasks
- Provide logistical support as needed

Qualifications:

- Proficiency with Excel
- Reliable and trustworthy
- Excellent writing, communication, and proofreading skills; detail-oriented
- Administrative experience (experience with website and/or listserv management a plus)
- Ability to work with others and take direction, and to work independently
- Commitment to organized labor issues
- Also desirable: Some familiarity with UVM campus and protocols

Compensation: \$28 per hour/ 8-10 hours a week (Hours are approximate and fairly flexible)

Work will be primarily remote, with the occasional need to come to the UVM office for printing and mailing.

Submit cover letter and resume to:

Suzy Comerford, United Academics President: uasuzy@gmail.com and copy info@unitedacademics.org