



ADMINISTRATIVE ASSISTANT IEEE-ISTO, EXECUTIVE OFFICE EOE M/F/D/V

Part-time Non-Exempt

7 November 2008

Job Code: N0316-571000

Salary Band: NN16

Responsibilities: The Administrator, Executive Office will be deployed between the following roles: to provide executive administrative support to the Board of Directors of the IEEE Industry Standards and Technology Organization (IEEE-ISTO), including its staff officers (the President/CEO and the COO/CFO) and Office Coordinator to support the efficient day-to-day running of the ISTO Office.

Executive Staff: He/she will serve as the representative and an organized focal point for the ISTO Staff Officers in dealing with external contacts; anticipating the needs of the CEO and COO/CFO; coordinate Executive calendars and meeting scheduling; schedule and prepare meeting arrangements for internal and external meetings and conference calls; book travel arrangements and prepare itineraries for Executive Staff; assist with the management, tracking and reporting of ISTO's annual goals; candidate will be responsible for the organization and maintenance of Executive and corporate files, policies, documents, minute books and ISTO records, and must be diligent in maintaining the standards, integrity and confidentiality of all information. Plus, special projects as assigned.

ISTO Board of Directors (ISTO BoD): Assist the Executive Team in support of the ISTO BoD including: serving as an assistant secretary to the ISTO BoD; schedule and take minutes at all BoD meetings and conference calls; assist with the timely preparation and distribution of announcements, agendas (and reference documents), and minutes; maintenance and posting of content to the ISTO BoD intranet area; serve as editor of the monthly activity report distributed to the ISTO BoD; coordinate the annual election of the ISTO BoD under the direction of the President and CEO. The successful candidate will further be responsible for the administration of the Nominating Committee as Secretary; other ISTO BoD related projects assigned, as necessary and domestic travel may be required to support the Annual Meeting of the ISTO BoD.

Office Coordinator responsible for: managing the efficient day-to-day running of the ISTO office; ensuring the necessary office resources and services are available for day-to-day operations. Receive and distribute incoming mail; as well as reviewing and evaluating mail to identify those items requiring priority attention of the CEO or COO/ CFO. Additionally responsible for maintaining an organized ISTO facility and serving as the primary contact with IEEE Facilities (and the IEEE-SA) for office-related matters.

Requirements: Bachelors degree or 3+ years of equivalent association/non-profit or corporate work experience preferred. Must possess strong detail-oriented organizational skills, the ability to work well under deadlines, and the ability to handle multiple time-sensitive projects simultaneously. Strong written, oral and interpersonal skills. Working knowledge of MS Office Applications (Word, Excel, PowerPoint, Access), Lotus Notes, and experience with Internet-related technologies is a plus. Must be able to operate comfortably in an electronic environment. Requires a self-starter with the ability to work well in a flexible, fast-paced, deadline driven, client-service-oriented environment. In supporting a highly visible program, must possess the ability to communicate effectively at an executive level to all external and internal contacts. Must be a team player with the ability to work cooperatively and efficiently with staff (including telecommuters), other departments, consultants, industry representatives, and contractors who perform work on behalf of the IEEE-ISTO and its programs.

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