

An alternate, accessible format of this Notice of Vacancy is available, upon request, from SEDL.

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**SEDL**  
**4700 Mueller Blvd., Austin, Texas 78723**  
**(800) 476-6861 or (512) 476-6861, ext. 6520 (Voice) or (512) 391-6578 (TT)**

**AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**NOTICE OF SEDL VACANCY**

INTERNAL POSTING

Opens: May 30, 2012

Closes: June 5, 2012

**POSITION TITLE:** ADMINISTRATIVE ASSISTANT  
This NON-EXEMPT position is based in SEDL's Austin office.

**SEDL UNIT:** COMMUNICATIONS

**JOB DESCRIPTION:** SEDL, a nationally recognized and respected research and development organization headquartered in Austin, Texas, is seeking an Administrative Assistant to lead and coordinate all administrative support activities for its Communications unit. Routinely confers/coordinates with the Director of Communications to ensure that communications activities and programmatic work are carried out within defined scopes of work and budget. Duties include: managing the sales database, governmental relations database, and institutional databases; prepares weekly, monthly, and end-of-year sales reports. Executes all administrative tasks related to departmental budgeting and planning, personnel, purchasing, and travel; prepares confidential fiscal/personnel documents. Responsible for all aspects of SEDL product sales and order fulfillment. Supports the Information Resource Center by fulfilling cataloging and filing duties. May serve as liaison to Communications internal and external clients. Handles outside group reservations for use of SEDL space. Manages the production of the monthly calendar for events at SEDL. Assists in planning and making arrangements for all-staff meetings. Works with vendors and consultants concerning business cards and nametags.

- Maintains institutional databases. Leads in client information management system for SEDL clients and business associates.
- Provides cataloging assistance to support the Information Resource Center and archive services.
- Processes publications sales; handles credit card, check, and purchase order payments. Fulfills orders in a timely manner, handles telephone requests, and maintains database. Responsible for inventory control. Responsible for reordering all products. Tracks number of returned packages that need to be repackaged and resent. Creates reports for Administrative Services and Director of Communications. Manages all internal and external relationships appropriately.

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- Leads and coordinates all aspects of Communications fiscal documents, personnel documents, and leave requests/time sheets. Successfully manages relationships with fiscal and human resources staff.
- Leads and coordinates all aspects of routine office procedures, including record keeping and preparation of office correspondence. Maintains department calendar on a daily basis. Retrieves and distributes department mail on a daily basis.
- Assists Center for Professional Learning by referring requests for professional development to the appropriate program. Processes credit card payments for conference or event registration fees with accuracy and in a secure manner when needed.
- Supports meetings for the institution and outside organizations. Supports all-staff meetings by arranging catering for each event. Prepares purchase requisitions for each event. Manages meetings of outside groups by taking reservations and coordinating needs for each event in advance and on the day of meeting scheduled at SEDL's headquarters. Sends invoicing requests to Administrative Services. Produces institutional calendar of events.
- Makes bereavement arrangements for the institution. Sends flowers and/or makes donations to charitable organizations on behalf of the institution. Participates in the production of correspondence, including ordering business cards, SEDL staff nametags, and copying governmental relations materials. Prepares memos and purchase requisitions for each transaction.

**QUALIFICATIONS:** High School Diploma or equivalent. Preference may be given to applicants with a bachelor's degree from an accredited university or college in communications, journalism, business, marketing, or related field. Strong interpersonal, conceptual, analytical, oral and written communication skills are required. Attention to detail is essential. Ability to work as a collegial, contributing member of a project team with other coworkers as well as work independently as needed. Ability and willingness to work with multilingual, multiethnic, and multiracial coworkers and constituencies. Proficient in using FilemakerPro, Excel, PowerPoint, MS Word.

**EXPERIENCE:** Five years successful, relevant work experience, including experience with increasing administrative responsibility with complex, confidential projects requiring initiative and attention to detail. Prefer experience in customer service or sales, communications, or public relations.

**TRAVEL:** Individual must be willing and able to perform all travel (including overnight and commercial airline travel) that is necessary to accomplish the principal accountabilities associated with the position. Travel for this position is estimated to be up to 5%.

**SALARY:** Administrative Assistant is on Pay Grade 8 of SEDL's salary structure. The total salary range is \$39,804–\$58,896. The initial salary shall generally fall within the first third of the range, which is \$39,804–\$46,176. Initial salary is dependent upon the successful applicant's relevant experience and education. SEDL provides an exceptional benefits package.

**TO APPLY:** Please submit a SEDL online application form to Human Resources prior to 5:00 p.m., June 5, 2012. Contact Maria or Sue for an access code, which will allow you to complete the online application form.

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NOTE: SEDL participates in the U.S. Department of Homeland Security E-Verify Program as required by law. If offered employment by SEDL, the successful applicant shall be required to allow SEDL to examine her/his valid original U.S. Social Security Number Card and other such documents as may be required by the U.S. Citizenship and Immigration Services as evidence of identity and employment eligibility.

Continued employment during, or beyond, the cited period(s) is dependent upon SEDL's needs, the availability of funds, and the staff member's satisfactory performance. The successful applicant will be employed initially on a probationary basis generally not to exceed six months.

SEDL does not discriminate against staff members or applicants because of race, color, creed, religion, national origin, age, sex, sexual orientation, marital or veteran status, or disability. SEDL also implements Affirmative Action Policies and procedures as required by the Office of Federal Contracts Compliance Program of the U.S. Department of Labor. SEDL does comply with city indoor air ordinances by prohibiting smoking of any kind, at any time, in any portion of SEDL's space in any of its offices. SEDL maintains a Drug-Free and Alcohol-Free Workplace as required by state and federal law.

SEDL reserves the right to (a) not fill this position or (b) re-open this position's notice of vacancy. The applicant should be aware that, as a condition of employment, SEDL may require a release of information concerning (a) a background security check or (b) status of driving record (if position requires travel).

Sue Liberty  
Human Resources Generalist