

**FACILITATOR:** Cara  
**NOTETAKER:** Caitlin

**STAFF:** Mary, Marjorie, Joe, and Fred

#### **JISAO TEAM VISION:**

In the course of climate change events it is necessary to reduce the emission of hothouse gases and to that end we form this creative, innovative and adventurous alliance in service of the greater global good.

#### **JISAO TEAM MISSION:**

With a spirit of collaboration, the JISAO team continually strives to further the mission of the Institute, the University and PMEL/NOAA by providing high quality services and expertise in a professional and positive manner.

#### **JISAO TEAM VALUES – SCRATCH**

- **RESPECT**
- **APPRECIATION**
- **COLLABORATION**
- **CREATIVITY**
- **SERVICE**
- **HONESTY**
- **AUTHENTICITY**
- **TRUST**

#### **JISAO TEAM NORMS OR GROUP GUIDELINES**

##### **RESPECT**

- We will communicate and behave in a respectful, open and direct manner by employing the following methods:
  - Stick with a problem until closure
  - Practice empathic listening
  - Use positive, direct confrontation to resolve conflict.
- We will avoid gossip and will not practice triangulation:
  - Address issues with an individual directly with the individual, one on one.

- Address issues with the group directly, during group meetings.

**APPRECIATION**

- We, as individuals, will acknowledge and reward others who perform in an outstanding manner or who often help others.
- We will develop and implement, as a team, methods for showing appreciation.
- We will include these acknowledgements in staff performance evaluations.

**COLLABORATION**

- We will perform as a team, assisting each other when appropriate.
- We will cross-train in order to support each other in areas outside our own.

**CREATIVITY**

- We will be open to new ways of accomplishing our jobs.
- We will solve problem(s) in a positive manner and be open to learning from others.

**SERVICE**

- We will provide excellent client service in all areas within the JISAO administrative work scope.
- We will adopt the value of service at the level of helping and facilitating the work of others and for the good of the overall organization.

**HONESTY/AUTHENTICITY**

- We are true to ourselves and are genuine towards others in the work place.
- We employ strong, ethical standards and always maintain confidential information and records in the appropriate manner.

**TRUST**

- We create an environment of trust by showing others we are reliable, supportive and positive.
- We agree on and consistently follow the values, norms, mission and vision of the JISAO team.

**SUMMARY of JISAO Vision, Mission, Values, and Norms:**

- ❖ We agreed that this is the final draft for the vision, mission, values, and norms of JISAO.
- ❖ Mary welcomes any feedback from the staff by sending her an e-mail

**SUMMARY of VACATION:**

- ❖ Please inform Mary by e-mail when you plan to go on vacation and coordinate your plan with Marjorie to enter in a common excel spreadsheet/calendar.
- ❖ There is a possibility to designate a person to act as a director to sign documents when Mike/Mary takes vacation.
- ❖ Mary said that she might take vacation on the first- to third-week of August 2004.

**SUMMARY of OFFICE ASSISTANT 2 (OA2):**

- ❖ This person will mainly help the budget analysts.
- ❖ Mary asked the group whether it would be best to hire a temporary or work-study person to perform the clerical duties. After some discussion, Mary decided to request a person from Temp. Services.
- ❖ Mary had sent the Office Assistant 2's job description to everyone for review and no one had any revisions. This version will be the final draft.
- ❖ Below is the OA2's job description:

***BASIC FUNCTION***

Perform a variety of clerical assignments in support of the JISAO Administrative Staff, such as processing documents, maintaining record keeping and filing systems, database input, etc.

***DISTINGUISHING CHARACTERISTICS***

Under general supervision, perform a variety of clerical tasks related to grant activities, general administrative functions and special projects.

***TYPICAL WORK***

Support of JISAO budget analysts: Reconcile, track, and file monthly financial documents. Establish and maintain filing system for budget management. Requires working knowledge of full array of UW information systems, especially FIN.

General support to JISAO Administrator: assist with preparation of correspondence, reports and other documents, perform tasks related to filing and information systems, deliver and pick up documents in various departments on campus, assist with special projects.

General support of other administrative staff as necessary.

Required skills:

Basic arithmetic to perform computations for budget reconciliation and payroll, e.g., time record keeping, cruise hour documentation, overtime calculation.

Competent level of computer knowledge. Desirable to have working skill with Excel, Word, FileMaker Pro, and UW administrative applications.  
Perform related duties as assigned.

***MINIMUM QUALIFICATIONS***

High school graduation or equivalent AND one year of increasingly responsible clerical experience OR equivalent education/experience.