



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 8/11/2016

Program Administrative Assistant

JobID: 3567

Position Type:

Administrative Support/Clerical

Closing Date:

08/13/2016

Date Posted:

8/10/2016

Location:

KRESA/WoodsEdge Learning Center

Division:

Special Education at WoodsEdge Learning Center

Position Type:

Full-time, 11-Month

Hours:

7:30-3:30

Responsibilities:

Performs clerical duties within a school and / or intermediate school program.

- Compose or transcribe from rough draft; correspondence, bulletins, reports, presentations and other material
- Arrange meetings coordinating with all parties; be it parents, staff, outside agencies, etc
- Order, stock and distribute school and medical supplies according to policies and procedures
- Coordinate/perform mailings and email correspondence to include scheduling
- Attend and take minutes for meetings
- Talk with student, parent, employee, community member encountering a problem and resolve problem or refer them to others as appropriate
- Accurately maintain information including data entry into program specialized software systems such as Student Information & Pupil Accounting and other organizational systems
- Assist Director's Executive Administrative Assistant as necessary and anticipate their needs to provide exceptional support
- Regular and consistent attendance
- Other duties as assigned

Qualifications:

High school diploma or general education degree (GED). Associates Degree Preferred. Two to three years related professional experience and/or training; or equivalent combination of education & experience. Experience working in an office

setting providing a high level of customer service and specific experience working proficiently with Microsoft Office Suite programs. Embraces and supports KRESA philosophies related to diversity, inclusiveness and anti-racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess one's own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

Preferred Skills:

- Ability to communicate effectively including listening, answering phone calls, and drafting letters
- Works in a team oriented fashion
- Ability to efficiently use computer and applicable software such as Microsoft Excel, Word, Powerpoint and Outlook
- Ability to problem solve
- Maintains confidentiality
- Adapts to frequent changes in the work environment
- Uses equipment and materials properly
- Accurately and efficiently input data and retrieve information to create charts or tables
- Practices safe work habits

Ability to select and develop appropriate methods, skills and techniques attuned to people's cultural, multicultural or marginal experiences in their environments. Ability to effectively employ multicultural approaches in resolving problems.

Apply online at www.kresa.org/jobs

Kalamazoo RESA is an Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Tom Zahrt. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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