



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 5/8/2015***Head Start Health Administrative Assistant***

JobID: 2671

Position Type:

Secretarial/Clerical/Secretary

Closing Date:

05/21/2015

Date Posted:

5/8/2015

Location:

KRESA/Head Start

Division:

Head Start

Position Type:

Full-time, 11-Month

Hours:

8:00-5:00

Responsibilities:

Assists with daily operation of the office to include maintenance of program databases, report completion, required data submission, and directing to resources necessary to answer questions about program specifics. Communicates with clients (families, state, higher education offices, local district, staff, community, etc). Manages administrative functions (scheduling, meetings, minutes, coordination of calendars, reports, coordinate communications). Assists with the systematic process of project management and meeting deadlines. Composes and/or transcribes from rough draft: correspondence, bulletins, spreadsheets, reports and other confidential material. Proofreads documents, reports, and brochures for accuracy, grammar, punctuation, and professionalism. Generates confidential reports for internal and external distribution. Assists professional staff as needed. Coordinates the efforts of support personnel. Monitors and tracks department/program adherence to established budget, compliance standards, and KRESA standards. Other duties as assigned.

Qualifications:

High school diploma or general education degree (GED) and two to three years related professional experience and/or training; or equivalent combination of education and experience. Experience working in an office setting, with specific experience working proficiently with Microsoft Office. 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 ones own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

Preferred Skills:

Bilingual preferred. 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

(<http://www.applitrack.com/kalamazoo/onlineapp/jobpostings/view.asp?district=1511&category=Secretarial%2FClerical>)

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. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. 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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