



## Kalamazoo County Area Schools Employment Consortium

# Employment Application

Openings as of 9/3/2019

### *Executive Administrative Assistant*

**JobID: 5822**

**Position Type:**

Administrative Support/Clerical/Administrative Assistant

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**Date Posted:**

9/3/2019

**Location:**

KRESA/Service Center

**Closing Date:**

09/16/2019

**Division:**

Technology Services

**Position Type:**

Full-time, 12-Month

**Responsibilities:**

Supports the Assistant Superintendent for Technology by anticipating their professional needs, organizing their schedule and work and communicating with relevant stakeholders in an effective, efficient, customer service focused manner. Regular duties include scheduling, event planning, registration and management of travel details. Other important duties include purchasing, billing, invoicing, payments/disbursements, contract management and creation of monthly/annual reports on departmental metrics. 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. Proficient in the use of Microsoft Office applications, especially Excel and OneNote. Proficient in financial management including budgeting, billing, invoicing and contract management. Must be customer service oriented, proactive and show attention to detail. 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:**

Associate degree or higher in a related field. Skilled in the use of the "Get Things Done" (GTD) system of personal productivity. 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](http://www.kresa.org/jobs)***

**Kalamazoo RESA is an Equal Opportunity Employer/Program.**

**Auxiliary aids and services are available upon request to individuals.**

**Notice of Non-discrimination:** It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category 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: Assistant Superintendents- Tom Zahrt & Mindy Miller. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

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

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