



## Kalamazoo County Area Schools Employment Consortium

### Employment Application

Openings as of 7/11/2016

#### ***Director's Administrative Assistant***

JobID: 3481

**Position Type:**

Administrative Support/Clerical/Administrative Assistant

**Closing Date:**

07/22/2016

**Date Posted:**

7/11/2016

**Location:**

KRESA/Service Center

**Division:**

Human Resources

**Position Type:**

Full-time, 12-Month

**Hours:**

7:30-4:30

**Responsibilities:**

Manages administrative functions such as scheduling, meetings, minutes, coordination of calendars, reports, communications, and monitoring department budget. Responsible for administrative processes related to confidential information including fingerprinting, employee relations and compensation. Assists the HR Director on project management tasks supporting local school districts. Responsible for invoicing, billing, and tracking of shared services. Other duties as assigned.

**Qualifications:**

Associates degree or higher. Proficient skills in Microsoft Office software such as Word, Excel, and PowerPoint. Proficient in Outlook email calendar usage and functions. High level of customer service experience and high level of confidentiality required. 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:**

Recent Human Resources graduate with bachelors degree. PHR certification preferred, but not necessary. 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)***

Auxiliary aids and services are available upon request to individuals.  
Kalamazoo RESA is an Equal Opportunity Employer/Program.

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.

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

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