



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 6/13/2016

Executive Assistant

JobID: 3422

Position Type:

Administrative Support/Clerical/Administrative Assistant

Closing Date:

06/30/2016

Date Posted:

6/13/2016

Location:

KRESA/West Campus

Division:

Great Start

Position Type:

Full-time, 12-Month

Responsibilities:

Performs clerical duties to assist Director of Early Childhood. Assists with daily operation of office. Communicates with clients (state, higher education offices, local districts, staff, community, etc.). Manages administrative functions (scheduling, meetings, minutes, coordination of calendars, reports, coordinate communications). Assists with the systematic process of project management. Composes and/or transcribes from rough draft: correspondence, bulletins, reports and other confidential material. Proofreads documents, reports, and brochures. Generates confidential reports for internal and external distribution. Assists professional staff. Coordinates the efforts of support personnel. Monitors and tracks department/program adherence to established budget. Maintains confidentiality. Handles department specific responsibilities. Other duties as assigned.

Qualifications:

High school diploma or GED. 2-3 years of experience as an administrative assistant. Proficient skills in 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 Qualifications:

Associates degree or higher preferred. Advanced skills in Microsoft Office. 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

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.

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

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