



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 6/28/2016

Program Administrative Assistant

JobID: 3471

Position Type:

Administrative Support/Clerical/Administrative Assistant

Closing Date:

07/22/2016

Date Posted:

6/28/2016

Location:

KRESA/Service Center

Division:

Instructional Center

Position Type:

Full-time, 10-Month

Hours:

7:30-4:30

Responsibilities:

Provide clerical support for Instructional Center. Compose or transcribe from rough draft: correspondence, bulletins, reports, presentations and other material. Arrange workshops and meetings, coordinating with all parties. Monitor and track program established budget. Order, stock and distribute supplies. Coordinate/perform mailings and email correspondence. Attend and take minutes for meetings. Accurately maintain information including data entry into program specialized software systems. Other duties as assigned.

Qualifications:

High school diploma or general education degree (GED). Proficient experience with Microsoft Office programs. Experience in customer service. 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:

Associates degree preferred. Experience in office management and clerical tasks. 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. Human Resources Director, 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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