



Hamtramck Public Schools

*Human
Resources
Department*

3201 Roosevelt – Hamtramck – MI – 48212 – (313) 892-2017

August 18, 2026

Notice of Position Vacancy: 2026-2027

FLOATING ADMINISTRATIVE ASSISTANT

Hamtramck Public Schools

All applicants must complete an online application. The online application can be accessed from the Hamtramck Public Schools website at

<https://hamtramckschools.com> or Wayne RESA website at <https://smart.resa.net>

Application Deadline: August 25, 2026 for internal AFSCME Candidates

Qualifications and responsibilities of this position may be found on the attached sheet.

District Benefits

27 ½ days of paid holidays/time off
One hour lunch daily
8:00 AM – 4:00 PM Monday thru Friday work schedule
1.25 sick days earned per month
3 Personal Days
Paid snow days if they occur
Health Benefits
State of Michigan Retirement plan

- AN EQUAL OPPORTUNITY EMPLOYER -

It is the policy of Hamtramck Public Schools that no person shall on the basis of sex, race, color, religion, age, national origin or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment in any of its programs or activities. Inquiries related to nondiscrimination should be related to the Title IX Coordinator; Director of Human Resources, Hamtramck Public Schools 3201 Roosevelt, Hamtramck MI 48212 Phone 313-892-5170. Nondiscrimination inquiries related to disability should be directed to Section 504 Coordinator, Director of Student Services, 9300 Conant, Hamtramck, MI 48212 Phone 313-892-2037.

James Larson-Shidler
Interim Superintendent of Schools

Qualifications/Skills:

- Associates degree preferred, high school diploma minimum.
- Typing speed of 50 words per minute minimum.
- Computer literate with an understanding of Microsoft products and Google Suite.
- Strong understanding of working with various office machines and high proficiency in office procedures.
- A disposition that enables the establishment of positive relationships and interactions with staff, students, and the public at all times.
- Punctuality is essential. Good attendance is a necessity. Professional dress important.
- A high degree of dependability, personal ethics and professional skills are essential.
- Strong communication skills with the ability to successfully work under pressure to meet deadlines, maintain accurate reporting, adhere to established protocols, and juggle competing projects.
- The ability to maintain confidentiality, display high degree of integrity and demonstrate a professional disposition and loyalty.
- History of teamwork, attention to detail, flexibility, strong organization and time management skills.
- Ability to deal with high stress while maintaining professionalism.
- Tact, discretion and diplomacy.
- Serves as the temporary face of the school or department as needed, must be a driver of high quality, customer service.
- Ability to get along with staff, students, and the public at all times.
- Knowledge of basic First Aid procedures

Responsibilities/Duties:

Provide coverage for Administrative Assistant vacancies/absences district-wide.
Assist other Administrative Assistants, when necessary, as assigned by Human Resources.
Perform other Administrative Assistant duties as assigned by Human Resources.

Compensation: In accordance with the AFSCME Local 257 Collective Bargaining Agreement.

Other: This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Upon recommendation for employment, Section 1230g, as amended, of the Revised School Code requires all school employees to be electronically finger printed for the purpose of undergoing a criminal history background check. The fingerprinting is conducted by a third party and is at the expense of the applicant.