



# OaklandSchools

June 12, 2018

## **GENERAL ANNOUNCEMENT: POSITION OPENING**

### **Project/Department Assistant – Early Childhood**

#### **WHO WE ARE:**

Oakland Schools is a regional service agency that offers support services to school personnel that are best delivered regionally and provide cost, size and quality advantages to those we serve. Oakland Schools is an autonomous, tax-supported public school district governed by Michigan General School Laws and is one of 56 intermediate school districts (ISDs) established in Michigan in 1962.

Our organizational focus is centered on these central objectives:

- Increase student achievement
- Serve diverse needs of schools
- Decrease costs/increase efficiencies

#### **SALARY DETAILS:**

\$19.66 to \$22.48 hourly / Non-exempt position / 12-month work year

#### **WORK LOCATION:**

Oakland Schools Main Campus, District and School Services Department, Early Childhood Unit  
2111 Pontiac Lake Road, Waterford, MI 48328

#### **IN THIS ROLE:**

Oakland Schools is looking for an organized individual and proactive team member who will skillfully provide Project/Department Assistant support to the Early Childhood Unit. The position requires a financial skill set to track and reconcile expenditures for multiple budgets, perform other business and administrative support tasks, and maintain effective communication with internal and external stakeholders in the context of coordinating and implementing Early Childhood initiatives and projects.

### **WHAT WE NEED:**

We are seeking a collaborative detailed-oriented Project/Department Assistant for the Early Childhood Unit to provide coordination of assigned projects and perform related tasks. These include: Tracking and monitoring Unit and grant expenditures and budgets; preparing purchase orders and contracts on the internal financial system; processing purchase orders, invoices, and time sheets; compiling Unit and grant statistics to generate financial and other reports; maintaining electronic files and databases; and setting up logistics for community meetings and other forums (e.g., arranging for meeting space, catering, etc.)

### **WHAT YOU NEED:**

- High school diploma or general education degree. Associates degree with a business emphasis preferred.
- Two or more years of related experience including working with spreadsheets and budgeting.
- Experience in Microsoft Office, Google, or other online office applications preferred.

### **WHAT WE PROVIDE:**

Oakland Schools offers company paid coverage for life insurance, short and long-term disability, well-being benefits and leave days. In addition, Oakland Schools offers comprehensive medical coverage or a cash in lieu benefit, dental, vision, additional life insurance, health savings account, flexible spending accounts, pet insurance, legal plan, college savings plans, tax-sheltered annuity (TSA) plans and the Office of Retirement Services retirement plans.

### **APPLICATION INSTRUCTIONS:**

Letters of interest and resumes will be accepted through the Oakland County Human Resource Consortium. Application until 4:00 pm, Tuesday, June 26, 2018 or until position is filled.

Application material not received via OHRC will not be given consideration. Please do not email or fax application materials to Oakland Schools.

**CLICK HERE TO APPLY!**

<https://oakland.k12.mi.us/Pages/default.aspx>

For questions regarding this position please contact Alicia Beck at 248.209.2143.

Oakland Schools does not discriminate on the basis of sex, race, color, national origin, religion, height, weight, marital status, sexual orientation (subject to the limits of applicable law), age, genetic information, or disability in its programs, services, activities or employment opportunities. Inquiries related to employment discrimination should be directed to the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at 248.209.2429. Title IX complaints should be directed to the Manager/Supervisor, Career Focused Education at 248.209.2160. For all other inquiries related to discrimination, contact the Executive Director of Legal Affairs at 248.209.2062. All complaints may be addressed to 2111 Pontiac Lake Road, Waterford, MI 48328-2736.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.