



August 13, 2025

POSITION OPENING: Project Department Assistant - District and Student Services

IN THIS ROLE:

Are you passionate about bringing projects to life and keeping everything on track behind the scenes?

We're on the look out for a dynamic go-getter who thrives on organization, clear communication, and turning ideas into action. You'll take ownership of projects—planning, executing, and ensuring everything runs like clockwork. You'll be the main contact between teams and partners, creating streamlined workflows, managing timelines, and tackling challenges head-on. Whether you're optimizing operations or delivering critical administrative support, your work will directly drive real impact.

If you're a self-motivated multitasker who loves keeping things moving, this could be your perfect next step!

WHAT WE NEED:

- Highly organized, professional, team player to perform administrative support tasks for the District and School Services department/Learning and Continuous Improvement.
- Support the development and coordination of communication tools and materials, including digital newsletters, visual content, web content, presentations, and social media outreach.
- Assists with designing and distributing engaging content that highlights services, programs, and events.
- Provide assistance with website updates and the development of digital and print materials.
- Assist with travel preparation for department staff.
- Provides coordination/management on assigned projects by documenting short and long-term planning processes, defining objectives and timelines, and participating in select tasks.
- Execute various accounting procedures including tracking expenditures, processing purchase orders, and monitoring/updating budget(s).
- Establishes, maintains, and/or updates files, records, and/or databases including information which may be confidential in nature.
- Maintain communication within and between departments, with staff and the general public, answering questions and providing information concerning programs and services.
- Performs other duties as assigned.

WHAT YOU NEED:

- High school diploma or GED.
- 2 years of experience in an office setting; project management experience preferred.
- Strong computer software skills including Google Applications and Microsoft Office Suite.
- Excellent interpersonal, communication, and customer service skills.
- Ability to manage timelines, multi-task, and work with distractions.
- Strong problem-solving skills and attention to detail.
- Ability to work with sensitive materials and maintain confidentiality.
- Ability to communicate effectively with departments, staff, and the general public.
- Experience with Canva and Smore is preferred.

WORK LOCATION:

Oakland Schools Main Campus
2111 Pontiac Lake Rd.
Waterford, MI 48328

SALARY DETAILS:

\$22.54 - \$26.14 hourly based on relevant prior work experience, with the potential to earn up to \$28.15 after employment with Oakland Schools.
Non Exempt position / 12-month work year.

WHY WORK FOR OS?

Aside from working with talented experts on important initiatives, when you join Oakland Schools, you'll also get these great benefits:



Pension Plan

OS offers the opportunity to enroll in a pension plan to help support your financial stability.



Professional Learning

OS provides various professional learning opportunities to advance your skill sets with education development.



Full Health Coverage

High quality, low-cost health insurance plans. Employer paid dental, vision, life insurance, short and long-term disability, and well-being benefits.



Flexible Vacation Time

Experience built-in vacation, including time off for winter and spring break and generous leave time, so you can have a healthy work-life balance.



Wellbeing Program

OS utilizes a holistic approach to provide resources that support the wellbeing of our employees.



Other Perks

You're eligible for preferred pricing on pet insurance, legal coverage for most of your legal needs, additional life insurance, and access to the Student Loan Repayment Program (PSLF) for loan forgiveness in public service.

Public Service Loan Forgiveness (PSLF) Program

Working with Oakland Schools isn't just meaningful - it's financially rewarding!

Oakland Schools qualifies as an eligible employer for the Public Service Loan Forgiveness Program. The PSLF Program forgives the remaining balance of your Direct Loans based on the following requirements of eligibility:

- after the individual has made the equivalent of 120 qualifying monthly payments under an accepted repayment plan, and
- while working full-time for an eligible employer (for a weekly average, alone or when combined, equal to at least 30 hours)

For additional information, please visit studentaid.gov/manage-loans/forgiveness-cancellation/publicservice

WHO WE ARE:

Oakland Schools (OS) is an Intermediate School District (ISD) focused on providing educational and technology services to local school districts in a cost-effective manner to provide students with a superior education. We also operate our Oakland Schools Technical Campuses (OSTC) and Virtual Learning Academy Consortium (VLAC). You will help students have the best learning experience possible through your work at OS! To learn more about us, visit <https://www.oakland.k12.mi.us/about>.

HOW TO APPLY:

To apply, please use the [Oakland Human Resource Consortium \(OHRC\) website](#). You will need to make an account on the OHRC website to apply. To access this application click the position title below:

[Project Department Assistant](#)

Oakland Schools is a member of the OHRC. Once you create your account, you will be able to apply for positions within our district as well as positions available through other member districts. All applications must be completed on the OHRC website. Please do not email or fax application materials to Oakland Schools.

POSITION DEADLINE: Applications will be accepted until **August 27, 2025 at 5pm EST.**

NOTE: Interested candidates must be available to interview early to mid September.

For questions regarding this position, please contact recruiting@oakland.k12.mi.us

In accordance with state and federal law, Oakland Schools does not discriminate, nor permit discrimination, on the basis of race, color, national origin, ethnicity, religion, sex, pregnancy or parental status, gender identity, gender expression, sexual orientation, disability, age, height, weight, marital status, military service, veteran status, genetic information, or any other legally protected status, in its educational programs and activities, employment, or enrollment. The District also provides equal access to the Boy Scouts and other designated youth groups. For questions or complaints regarding unlawful discrimination or harassment, employees should contact the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at (248) 209-2429 or HR@oakland.k12.mi.us. Students and others should contact the Civil Rights/Title IX Coordinator at (248) 209-2590 or Jacqueline.Zablocki@oakland.k12.mi.us.

This job posting 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.