



October 29, 2025

POSITION OPENING: Executive Assistant I

IN THIS ROLE:

Drive impact at the executive level by providing seamless coordination and high-level administrative support to the Executive Director of Auxiliary Services, Maintenance and Facility Operations. You'll serve as a key connection point for internal and external partners, manage communications, and prepare reports and presentations that inform strategic decisions—all while keeping multiple priorities running smoothly behind the scenes.

WHAT WE NEED:

- Acts as department support lead in maintaining communication within and between departments, with LEA staff and general public, answering questions and providing information concerning programs and services.
- Participates in planning, decision-making and problem solving with department members and stakeholders.
- Leads the coordination, implementation, management and documentation of department goals and priorities.
- Acts as confidential assistant in all matters in which organizational or personal privacy rights require limited access to information.
- Leads the development and maintenance of departmental standard operating procedures under the direction of the assigned Executive Director.
- Supports department project objectives, timelines, and development of tracking systems.
- Reports operational concerns to the Executive Director and makes recommendations for resolution.
- Supports the coordination and/or daily operations of assigned function(s).
- Provides coordination/management on assigned projects by documenting short- and long-term planning processes, defining project objectives and timelines, developing and maintaining tracking systems, developing forms and procedures and the like.
- Provides support for department meetings, activities and events.
- Leads the development of multimedia presentations, materials, brochures and handouts.
- Prepares and coordinates contracts with independent contractors.
- Oversees the processing of purchase orders, departmental p-card purchases, and departmental supplies as needed.
- Establishes, maintains, and/or updates department files, records, and/or databases, including information which may be confidential in nature.
- Compiles and maintains department statistics. Generates related reports.
- Assists with preparation of the annual departmental report under the direction or the Executive Director.

- Executes various accounting procedures related to expenditures, purchase orders, invoices, transfers and budget(s).
- Assists in the development, management and documentation of the assigned budget under the direction of the Executive Director.
- Performs other duties as assigned.

WHAT YOU NEED:

- High School Diploma, Associate's Degree preferred
- 5 years of related experience supporting executive level management
- Fluent in Google Applications and Microsoft Office software

WORK LOCATION:

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

SALARY DETAILS:

\$24.80 - \$28.75 hourly based on relevant prior work experience, with the potential to earn up to \$30.96 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.



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.



Wellbeing Program

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



Professional Learning

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



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.



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:

[Executive 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 **November 12, 2025**.

NOTE: Interested candidates must be available to interview any time between **November 19 and November 21, 2025**.

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.