

INGHAM INTERMEDIATE SCHOOL DISTRICT

Position Announcement

Job Title:	Administrative Assistant, Student Instructional Services		
Location:	Ingham Intermediate School District	Date Available:	ASAP
Salary Range/Level:	\$12.69-16.74 per hour (commensurate with experience) 2016-17 OPEIU Salary Schedule	Terms of Employment:	44 weeks/year; 5 days/week; 8 hours/day
Date Posted:	Friday, December 16, 2016	Application Deadline:	Friday, January 13, 2017 @ 4:00 p.m.
Application Process:	<p>A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u>. (See application instructions at www.inghamisd.org under Programs and Services/Human Resources.)</p> <p>Resume and cover letter may be:</p> <ul style="list-style-type: none"> • Attached within the online application (preferred) • Faxed: (517) 676-4294 • Emailed: jobline@inghamisd.org • Mailed: Ingham ISD, Human Resources 2630 W Howell Road, Mason, MI 48854 		
Ingham Intermediate School District			
Mission		Vision	
Ingham ISD creates and enhances educational opportunities for all learners.		Ingham ISD will improve the community it serves by ensuring success of all learners.	
Job Description			
<p><u>Position Opportunity:</u></p> <p>Under the direction of the administrator and in compliance with established policies, procedures and practices, performs a variety of office and administrative tasks in support of Student Instructional Services.</p> <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • High school diploma or equivalent. • Two years or more of office and administrative support work experience. • Interpersonal and communication skills necessary to provide courteous and accurate information to all levels of staff, students, parents, constituent school districts, community and state agencies, vendors and others. The incumbent is required to handle problem situations in a tactful, courteous and respectful manner. 			

- Written and computer skills necessary for the creation and compilation of various documents, communications and reports. The incumbent is required to effectively utilize a variety of software applications which may include but is not limited to word processing, spreadsheet, presentation, graphic design and database software applications.
- Mathematical skills necessary to prepare various financial related documents that may include but are not limited to check requests, requisitions, purchasing card reconciliations and other cost calculations. In addition, if required, mathematical skills necessary to assist in budget preparation and to monitor and maintain assigned account.
- Analytical ability to evaluate information and situations to determine the appropriate course of action without supervisor approval.
- Ability to utilize discretion and sound judgment in handling confidential information and documents.
- Mental ability to adapt and respond to multiple priorities and demands, adapt to interruptions, work on several projects at the same time, work on tasks requiring accuracy and attention to detail, and handle pressures related to multiple deadlines.
- Physical ability to sit for extended periods of time working on a computer and to properly operate required office equipment. The incumbent is also required to assist with transporting equipment, materials and/or supplies to various meetings, trainings or workshops.

Performance Responsibilities:

- Composes, prepares and edits reports, forms, letters, presentations and other materials, which can be of a confidential nature.
- Performs general office support tasks which may include but are not limited to handling routine correspondence and email communications, answering phones, providing information, maintaining files, sorting/distributing the mail, assisting with mailings, providing assistance to staff on usage and repair of equipment/facilities and ordering supplies/materials/equipment.
- Provides assistance and guidance to others including but not limited to students, parents, constituent school districts, community agencies, district staff and others by evaluating the situation and determining the appropriate course of action, resource or referral.
- Provides support in the planning, coordinating and implementing of a variety of professional development events. Duties include, but are not limited to, preparing the presenter performance contract(s), coordinating travel and lodging arrangements, coordinating logistical arrangements for the event (advertising, location, equipment, catering, etc.), providing onsite support, preparing/assembly of required materials, monitoring event registration and collection of fees, applying for SB-CEUs, and providing follow-up to presenters and participants.
- Prepares materials which may include, but is not limited to, the creation and layout of presentations, flyers, brochures, newsletters, marketing materials, and web-based resources.
- Assists in budget preparation, monitoring and revision of assigned accounts; utilizes finance software to review and ensure accuracy of expenditures and budget balances. Communicates with appropriate staff regarding budget variances, account errors, and adjustments.
- Handles a variety of financial processes which may include, but is not limited to, performance contracts, requisitions, purchasing card transactions and reconciliations, invoices, check requests, 1099 payment requests, and reimbursement requests; utilizes District financial software as appropriate. Ensures paperwork is accurate and complete, performs follow-up as necessary.
- Responsible for the secure handling and accurate recordkeeping of all cash receipts and/or petty cash expenditures including, but not limited to, donations, memorials, and student club cash accounts.

Administrative Assistant, Student Instructional Services

- Creates and maintains databases and files using various computer systems and programs to allow for efficient retrieval and reporting of information.
- Assists with maintaining and updating department website content.
- Ensures completeness and accuracy of payroll and attendance records for assigned staff.
- Makes workshop/conference arrangements for staff duties include, but are not limited to, coordinating logistical arrangements (travel, lodging, registration, etc.).
- Assists in the evaluation, design, implementation, and ongoing monitoring of Department systems and procedures to support and improve operational effectiveness.
- Performs other tasks as assigned.

Working Conditions:

- Work is in a normal environment where there is minimal or no physical discomfort.

Notice of Non-discrimination

It is the policy of Ingham Intermediate School District not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, 2630 West Howell Road, Mason, MI, 48854. (517) 244-1289.