



OaklandSchools

June 20, 2024

GENERAL ANNOUNCEMENT: POSITION OPENING

Executive Assistant II

IN THIS ROLE:

The Executive Assistant II provides high-level, confidential, and direct executive support to the Assistant Superintendent of Human Resources. The position requires skill in managing complex calendars, arranging meetings, conducting follow-up, coordinating event logistics, preparing presentations, managing projects, and prioritizing assignments based on importance and urgency. The Executive Assistant serves as the primary point of contact for internal and external stakeholders on all matters pertaining to the Office of the Assistant Superintendent of Human Resources.

WHAT WE NEED:

- Supports the priorities and workload of the Assistant Superintendent.
- Prepares for and participates in meetings with or on behalf of the Assistant Superintendent.
- Assists in the performance of tasks relating to the Board of Education and implementation of board actions.
- Serves in the coordination and support to countywide referent groups of varying scale and scope.
- Monitors departmental budgets, grants, and five-year capital plan, and prepares budget amendments as needed. Assists with the forecasting of future budget needs of the department.
- Assists in the recruitment/selection and hiring process of new employees as outlined by human resources.
- Prepares and/or recommends approval of board action items, purchase orders, service contracts, intergovernmental agreements, memorandums of understanding.
- Works collaboratively with stakeholders on behalf of the Assistant Superintendent.

- Provides back up support to other Executive Assistant II, Executive Assistant I and Project/Department Assistants as needed.
- Coordinates travel arrangements for the Assistant Superintendent.
- Plans and coordinates events and/or special projects.
- 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

SALARY DETAILS:

\$54,963 - \$63,741 annually based on relevant prior work experience, with the potential of earning up to \$68,642 after employment in this position with Oakland Schools.

Exempt Position / 12-month work year

WHY WORK FOR OS?

Oakland Schools offers a great benefits package for our employees! What we provide includes:

- The opportunity to enroll in a **pension plan** to help ensure your financial security
- **Quality health insurance, dental, and vision plans**
- **Generous vacation and leave time** so you can have a healthy work-life balance
- **OS-paid coverage for life insurance, short and long-term disability, and well-being benefits** including access to an Employee Assistance Program for staff and dependents
- The opportunity to buy optional health savings accounts (HSA), flexible spending accounts (FSA), pet insurance, legal insurance, college savings plans, and tax-sheltered annuity (TSA) plans
- OS provides the ability to get involved within the organization and advance your skill set with education development
- This position **may be eligible to participate in the Flexible Work Program**, which allows eligible employees to perform their job duties from a designated alternative location up to two days per week.

WHO WE ARE:

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

HOW TO APPLY:

To apply, please use the Oakland County Human Resource Consortium (OHRC) website. You can find it by [clicking here](#). You will need to make an account on the OHRC website to apply. 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 July 3, 2024, or until the position is filled.

For questions regarding this position, please contact Erika Geyman at Erika.Geyman@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.