



## Administrative Assistant

**About the Education Achievement Authority:** The Education Achievement Authority is a new statewide school system that will assume operation of the lowest five (5) percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school year and then be expanded to include low performing schools throughout Michigan.

**JOB TITLE:** Administrative Assistant

**REPORTS TO:** Various Cabinet Members

### **SUMMARY of POSITION:**

Under limited supervision, the successful candidate will provide administrative support to various cabinet members and will be regarded as a self-starter and problem solver. He/she will provide office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects. He or she may also performs additional duties outside the scope of this job description during peak times of work for central office staff.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

The successful candidate will perform the following functions:

- Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures.
- Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.

- Completes operational requirements by scheduling and assigning administrative projects; expediting work results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

**Skills/Qualifications:** Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information , Professionalism, Problem Solving, Supply Management, Inventory Control, Verbal Communication

**EDUCATION AND EXPERIENCE:**

Associates or Bachelor’s Degree in a field closely related to the position requirements with experience as an administrative assistant

**FILING DEADLINE:** Posted until filled  
**SALARY:** Commensurate with experience  
**LENGTH OF WORK YEAR:** Twelve (12) Months  
**EFFECTIVE DATE:** Immediately

**METHOD OF APPLICATION:** All interested candidates should submit a letter of application and current resume to:

Dr. H. MiUndrae Prince  
Associate Chancellor, Human Capital, Equity and Accountability  
Education Achievement Authority of Michigan  
300 River Place, Suite 3600  
Detroit, Michigan 48226

By E-mail to [mprince@eaaofmichigan.org](mailto:mprince@eaaofmichigan.org)