



## Kalamazoo Regional Educational Service Agency Job Description

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**Job Title:** HR Executive Assistant  
**Reports To:** Human Resources Director  
**FLSA Status:** Non-Exempt  
**Prepared By:** Human Resources  
**Approved By:** N/A  
**Prepared Date:** 03/2015  
**Last Revised Date:** 03/2016

**Summary:** Performs administrative support duties for the Human Resources Director

### **Essential Duties and Responsibilities:**

- Assists with daily operation of the office
- Communicates with clients (state, higher education offices, local district, staff, community, etc)
- Manages administrative functions (scheduling, coordination of calendars, reports, coordinate communications)
- Assists with the systematic process of project management
- Composes and/or transcribes from rough draft, correspondence, bulletins and other material
- Proofreads documents, reports, and brochures
- Generates confidential reports for internal and external distribution
- Monitor and track department/program adherence to established budget
- Maintaining HR Filing and upkeep
- Purchase Order processing for HR
- Credit Cards reconciliation for HR
- Fingerprinting for school employment and child protective employment
- Background checks
- Serve as back-up for front reception desk
- Processes supply orders and supply upkeep for HR and Communications
- Support HR Director (calendar, meals, reports & etc.)
- Transportation of Students criminal background checks
- Complete written Verifications of Employment
- Handles Tuition Reimbursement tracking and processing
- Serves as Workforce timekeeper for HR
- Regular and consistent attendance
- Other duties as assigned

*Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.*

**Education and/or Experience:**

High school diploma or general education degree (GED) and two to three years related professional experience and/or training; or equivalent combination of education & experience

**Certificates, License, Registration:**

If applicable

**Other Skill & Abilities:**

Effectively present information in front of groups and engage in audience

Keep administrator abreast of department activity

Ability to communicate effectively including listening

Works in a team oriented fashion

Ability to efficiently use computer and applicable software

Ability to problem solve

Displays willingness to support and make decisions with sound judgment in timely manner

Ability to read, analyze and interpret data

Maintains confidentiality

Adapts to frequent changes in the work environment

Uses equipment and materials properly

Practices safe work habits

**Supervisory Responsibilities:**

This job has no supervisory responsibilities

**Physical Demands:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to reach with arms and hands, stand, walk and sit. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**Work Environment:**

The noise level in the work environment is usually quiet.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002