



Kalamazoo Regional Educational Service Agency Job Description

Job Title: Human Resources Receptionist/Administrative Assistant
Reports To: Human Resources Director
FLSA Status: Non-exempt
Prepared By: Human Resources
Approved By: N/A
Prepared Date: 08/2008
Last Revised Date: 02/2012

Summary: Provides Receptionist/Administrative Assistant support by performing the following duties.

Essential Duties and Responsibilities:

- Provides receptionist duties for the front reception desk at the Service Center
- Assists Human Resources department needs
- Posts KRESA job opportunities to AppliTrack, as well as college and other external websites
- Places bakery/deli orders for in house catering for all sites
- Audits monthly catering bill and submits monthly coffee report to business office for payment
- Verbally verifies employment
- Schedules fingerprinting appointments
- Coordinates and audits SafeSchools training. (AM)
- Assists with maintenance of Human Resources pages on the KRESA intranet
- Assists individuals with the registration process for substitute teacher sign-up for local non-public schools. Also provides information for public school substitute teacher sign-up with EDUStaff.
- Updates KRESA phone lists as needed
- Maintains and updates Carousel system/lobby monitors with daily meeting schedules
- Schedule conference rooms for programs held at Service Center and WoodsEdge
- Works closely with custodial staff to help staff and visitors with needs
- Accepts and reports road test payments for the Transportation department
- Composes or transcribes from rough draft: correspondence, bulletins, reports and other material.
- 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 six months related experience and/or training interacting with the public and / or customers directly.

Certificates, License, Registration:

If applicable

Other Skill & Abilities:

Ability to communicate effectively including listening
Works in a team oriented fashion
Ability to efficiently use computer and applicable software
Ability to problem solve
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 moderate. On occasion the work environment will be loud.

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