



May 30, 2025

POSITION OPENING: Project Department Assistant - Special Populations

IN THIS ROLE:

Ready to lead game-changing projects that transform education and make a real impact at Oakland Schools?

You'll be at the heart of strategic planning and problem-solving, driving seamless collaboration between internal teams and external partners to ensure every project hits its mark. You'll design and manage smart, efficient systems—think streamlined procedures and clear timelines—that keep everything running smoothly from start to finish. With your creativity and sharp critical thinking, you'll tackle challenges head-on, all while providing vital administrative support that keeps the engine humming.

Join us and take the lead in shaping meaningful change through dynamic, high-impact project leadership!

WHAT WE NEED:

- Executes various accounting procedures including tracking unit expenditures, processing purchase orders, maintaining expense accounts, reconciling invoices, processing contractor invoices, transferring funds, monitoring/updating budget(s).
- Establishes, maintains, and/or updates unit files, records, and/or databases including information which may be confidential in nature.
- Assists in maintaining operating procedures and coordinating operations in assigned areas.
- Assists in the development of presentations and materials.
- Takes a lead role in maintaining communication within and between departments, with staff and the general public, answering questions and providing information concerning programs and services.
- Provides project management for events and activities. Assumes responsibility for conceptualizing, managing, and executing events and activities.
- Provides support for unit activities, meetings and events including scheduling, preparation of agendas, preparation/assembly of required materials, coordination of event logistics, and registration of participants.
- Participates in planning, decision-making and problem solving with department/unit members and stakeholders.
- Assists individuals, in person and over the phone, providing information and assistance.
- Assists in the development, management and documentation of assigned budgets.
- Manages allocated workshop and operational funds from onset to completion for the unit.
- Provides project coordination/management on assigned projects.
- Prepares and coordinates contracts with independent contractors.
- Manages travel for department/unit staff.
- Manage professional memberships for department/unit staff.
- Copies/duplicates materials, prepares and transmits facsimiles, orders departmental supplies as needed.
- Provides administrative support to department/unit staff.
- Performs other duties as assigned.

WHAT YOU NEED:

- High school diploma or GED
- Two to three years of experience in an office setting; project management experience preferred
- Strong computer software skills including Google Applications and Microsoft Office Suite.

WORK LOCATION:

Oakland Schools - Summit Campus

2214 Mall Drive East

Waterford, MI 48328

SALARY DETAILS:

\$22.10 - \$25.63 hourly based on relevant prior work experience, with the potential to earn up to \$27.59 after employment with Oakland Schools.

Non - Exempt position / 12-month work year.

Please note that salary schedules will be updated effective July 1, 2025, for the upcoming fiscal year.

WHY WORK FOR OS?

Aside from working with talented experts on important initiatives, when you join Oakland Schools, you'll also get these great benefits:



Pension Plan

OS offers the opportunity to enroll in a pension plan to help support your financial stability.



Professional Learning

OS provides various professional learning opportunities to advance your skill sets with education development.



Full Health Coverage

High quality, low-cost health insurance plans. Employer paid dental, vision, life insurance, short and long-term disability, and well-being benefits



Flexible Vacation Time

Experience built-in vacation, including time off for winter and spring break and generous leave time, so you can have a healthy work-life balance.



Wellbeing Program

OS utilizes a holistic approach to provide resources that support the wellbeing of our employees.



Other Perks

You're eligible for preferred pricing on pet insurance, legal coverage for most of your legal needs, additional life insurance and access to the Student Loan Repayment Program (PSLF) for loan forgiveness in public service.

Public Service Loan Forgiveness (PSLF) Program

Working with Oakland Schools isn't just meaningful - it's financially rewarding!

Oakland Schools qualifies as an eligible employer for the Public Service Loan Forgiveness Program. The PSLF Program forgives the remaining balance of your Direct Loans based on the following requirements of eligibility:

- after the individual has made the equivalent of 120 qualifying monthly payments under an accepted repayment plan, and
- while working full-time for an eligible employer (for a weekly average, alone or when combined, equal to at least 30 hours)

For additional information, please visit

studentaid.gov/manage-loans/forgiveness-cancellation/publicservice

WHO WE ARE:

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

HOW TO APPLY:

To apply, please use the [Oakland Human Resource Consortium \(OHRC\) website](#). You will need to make an account on the OHRC website to apply. To access this application click the position title below:

[Project Department Assistant - Application](#)

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 **June 13, 2025**.

NOTE: Interested candidates must be available to interview **June 24, 2025 and July 8, 2025**.

For questions regarding this position, please contact recruiting@oakland.k12.mi.us

OaklandSchools

[oakland.k12.mi.us](https://www.oakland.k12.mi.us) | 248.209.2000 | 2111 Pontiac Lake Rd., Waterford, MI 48328

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.