



Gull Lake Community Schools
Richland, Michigan

JOB POSTING

Maintenance/Human Resources Office Assistant

Full Time 1.0 FTE

September 15, 2023

Job Summary:

Under the direction of the Assistant Superintendent to substantially and effectively assist Gull Lake School District in planning and coordinating the successful operation of personnel services.

Qualifications:

Required:

- A. Two years human resources experience preferred
- B. Ability of efficiently perform accurate detail work and successful problem-solving skills
- C. Ability to work independently with frequent interruptions
- D. Ability to utilize discretion and sound judgment in handling confidential information and documents
- E. Excellent human relations skills
- F. Proven team participant
- G. Proficient use of computers including knowledge and use of Microsoft Office products and Google Suite

Desired Characteristics:

- A. Knowledge of school human resources experience preferred
- B. Effective interpersonal skills with staff, administrators and community members

Duties:

- A. Scheduling custodial personnel including overtime coverage for building/community events
- B. Managing custodial time off requests and approving biweekly timekeeping
- C. Process and manage hiring documents for custodial staff
- D. Develop, manage and maintain all personnel records and medical files for custodial personnel
- E. Post all custodial staff employment opportunities online
- F. Maintain database for online SafeSchools/Vector Training employee professional development
- G. Assist with benefits, including open enrollment processing
- H. Responsible for all Affordable Care Act (ACA) information
- I. Responsible for workers compensation for the district
- J. Assist with business office duties for district programs
- K. Perform other duties as assigned by administration

STATEMENT OF NON-DISCRIMINATION

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Application Deadline: Open Until Position is Filled

Start Date: ASAP, Monday - Friday 7:00 a.m. - 3:00 p.m.

Salary: Salary to be commensurate with candidate's qualifications and experience

Apply To: Candidates who are qualified and wish to be considered for this position must submit an Frontline online application at www.gulllakecs.org that includes a letter and resume.

Questions: Contact - Sherri Simmons, Human Resources, ssimmons@gulllakecs.org