



Gull Lake Community Schools
Richland, Michigan

JOB POSTING

Gull Lake Virtual Partnership

Virtual School Admin, Early College & Dual Enrollment Assistant

June 23, 2025

Job Summary:

Under the direction of the coordinator, the administrative assistant is responsible for assisting in the duties and responsibilities of the early college & dual enrollment office, as well as the Gull Lake Virtual Partnership full-time student program. This position reports on site and is a year round position.

Qualifications:

Required:

- A. High School diploma or general education degree
- B. Proficient use of computers including knowledge and use of Google products and student data systems
- C. Must possess excellent written and verbal communication skills and proven organizational skills
- D. Demonstrated success as a collaborator and proven team player
- E. Demonstrated successful communication skills with students, staff, parents, and community

Desired Characteristics:

- A. Prior secretary/office experience preferred
- B. Ability to handle many job responsibilities and prioritize duties
- C. Experience working with a virtual program in an educational setting
- D. Ability to manage time and prioritize tasks effectively with a high level of autonomy

Duties:

- A. On-Site hours required
- B. Coordinate the early college application process & assist families with next steps under the direction of the early college team
- C. Liaison with college billing department for schedule and invoice purposes
- D. Assist with all early college & dual enrollment administrative systems (in person events, billing, pupil accounting, grade reports)
- E. Communicate effectively with students, staff & parents
- F. Prepare communication including letters, mailings & newsletters
- G. Work with families to complete the enrollment process for the virtual school
- H. Collect, maintain, and organize student records within FERPA guidelines and follow up on any missing documents
- I. Assist with virtual school administrative systems (in-person events, billing, pupil accounting, grade reports)
- J. Type correspondence, answer phones, process mail, and maintain general office files
- K. Ability to work independently and cooperatively; excellent work habits, planning & organizational
- L. Provide support for all duties and responsibilities related to the Gull Lake Early College Office & service as a frontline contact for the GLEC office
- M. Coordinate supply orders for full-time teaching staff
- N. Provide support for all duties and responsibilities related to the virtual school program
- O. 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 Filled

Start Date: ASAP

Salary: \$15.91 per hour

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

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