



Gull Lake Community Schools Richland, Michigan

JOB POSTING

Technology Administrative Assistant

June 4, 2026

Job Summary:

Gull Lake Community Schools is seeking an organized, proactive, and service-oriented Administrative Assistant to support the Technology Director and Technology Department. This position manages daily administrative operations, serves as a primary point of contact for the department, and helps ensure efficient technology services across the district.

Qualifications:

Required:

- A. High School diploma or general education degree (Associate's or Bachelor's degree in business administration or a related field preferred)
- B. Experience in an administrative support or office management role
- C. Proficiency with Google Workspace for Education and Microsoft Office
- D. Experience with school administrative databases and student information systems preferred (Skyward, Synergy)
- E. Must possess excellent written and verbal communication skills
- F. Strong organizational skills with an exceptional attention to detail and follow through within a team environment
- G. Professional in personal conduct and actions

Desired Characteristics:

- A. Previous school experience preferred
- B. Ability to handle many job responsibilities, problem solve, and prioritize duties
- C. Possess a strong sense of honesty and integrity

Duties:

- A. Support the Technology Director with daily administrative operations and departmental projects
- B. Manage budgets, purchase orders, invoices, vendor contracts, and procurement activities
- C. Track and maintain technology inventory and department records
- D. Prepare reports, presentations, correspondence, and other professional documents
- E. Provide first-level support for technology inquiries and route service requests as needed
- F. Support basic administrative data updates and documentation related to user accounts and vendor contracts
- G. Assist with technology initiatives, committee coordination, training materials, and documentation
- H. Perform other duties as assigned

STATEMENT OF NON-DISCRIMINATION

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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

Salary: Salary commensurate with candidate's experience

Beginning Date: ASAP

Contract Length: 12 month position with a 260 Day Contract

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

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