



MAISA

MICHIGAN ASSOCIATION
OF INTERMEDIATE SCHOOL
ADMINISTRATORS

SUPPORTING REGIONAL EDUCATION SERVICE AGENCIES

Job Description

Job Title: MiCH IT Office Coordinator

Reports To: MiCH IT Director

Start Date of Position: November 1, 2023 (variable based on availability)

Location: Remote with occasional travel

Position Summary: MAISA is seeking an MiCH IT Office Coordinator who will work within the MiCH IT team to coordinate all office procedures, processes, budgets, and communications. The MiCH IT Office Coordinator is an experienced executive administrative assistant who is responsible for coordinating multi million dollar budgets, tracking statewide activity by district, managing office workflow, and ensuring alignment with organizational protocols.

Essential Functions and Responsibilities:

- Engages, coordinates, and facilitates regular meetings
- Monitors the progress toward project outcomes
- Coordinate the communication on the progress of the work of MiCH IT
- Coordinate the reports & annual evaluation of MiCH IT funded projects
- Provide leadership for the successful completion of MiCH IT goals and objectives
- Provide leadership to inform the legislature in partnership with MiCH IT
- Provide leadership with building and furthering relationships between all stakeholders
- Assist in the development of and manage project plans: timelines, deliverables, budgets, implementation & outcomes
- Collect regular input and interact with end users
- Dialog with other MAISA Project Coordinators to ensure work is cohesive

Preferred Experience:

- Bachelor Degree in Business, or Management
- Demonstrated application of project management/leadership skills
- Demonstrated proficiency in verbal and written communication

Professional competencies desired:

- Curious
- Patient
- Creative Problem Solver
- Committed to progress and growth minded engagement
- Customer Service Focus
- A team player

Wages and Benefits:

- If employed by MAISA directly, an annual salary of \$75,000.00, 401k contribution; health and leave benefits are included.
- Educator on Loan is an option with wages and benefits dependent on the employer.

Conditions:

- This is an at-will position and can be terminated by either party with ten days' written notice.

How to Apply:

Interested individuals should send a letter of interest and resume by **October 11, 2023** to:

John Severson, Ph.D.,
Ex. Director, MAISA
1001 Centennial Way, Suite 300
Lansing, MI 48917
Submissions can be sent electronically to: support@gomaisa.org