



525 12th Street  
Manistee, MI 49660  
231.723.3521

(Internal/External)  
**October 30, 2025**

**POSITION:** **Central Office & Board of Education Administrative Assistant**

Full time (40 hours per week), year round position

**QUALIFICATIONS:** See Attached Job Description

**JOB DESCRIPTION:** See Attached Job Description

**PAY/BENEFITS:** Pay will commensurate with experience and education. Benefits include Michigan Public School Employee Retirement System, health insurance and paid time off.

**EXPIRATION:** November 14th, 2025 at 3pm

**APPLICATION:** Letter of Interest, Resume', References

**Submit electronically to:**

Sara Schubert

Manistee Area Public Schools

[sschubert@manistee.org](mailto:sschubert@manistee.org)

**District Policy:** *Nondiscrimination on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in all activities and employment.*



# MANISTEE AREA PUBLIC SCHOOLS

## Board of Education | Central Office

525 12<sup>th</sup> Street | Manistee, MI 49660

P: (231) 723-3521 | F: (231) 723-1507

[www.manisteearea.org](http://www.manisteearea.org)

### JOB DESCRIPTION

**DISTRICT:** MANISTEE AREA PUBLIC SCHOOLS  
**POSITION:** CENTRAL OFFICE AND BOARD OF EDUCATION ADMINISTRATIVE ASSISTANT  
**REPORTS TO:** SUPERINTENDENT AND BUSINESS MANAGER

**SUMMARY:** Provides support to the Central Office, Business Office, and Board of Education.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Planning, coordination, and organization of Central Office, Business Office, and Board of Education activities and tasks as assigned.
- Primary coordinator of Board of Education communication via Board Book and Communique.
- Prepares weekly internal newsletter to be distributed to all staff.
- Plans, attends, and participates in assigned meetings; prepares materials and posts minutes as required.
- Updates and maintains District, Administration and Board calendars as assigned; organizes appointments and meetings and coordinates school visitations.
- Responsible for preparation, execution, and tracking of required District reporting activities.
- Assists with answering calls, communicates with personnel and various outside individuals and agencies to exchange information, request and provide materials, coordinate activities and resolve issues or concerns as they relate to the District, Board, and Central & Business Office needs.
- Assists Business Office with assigned tasks related to bookkeeping and reporting.
- Acts as District point of contact for the collection of stories and photos for sharing with community through various media; collaborates with 3rd party vendor to share content.
- Communicates with tech department and 3rd party vendor to ensure district's digital assets stay current.
- Responsible for collection and maintenance of a variety of data using assigned technology; assures accuracy of input and output data.
- Maintenance of confidential, sensitive, and personal information.
- Any additional task as directed by supervisors.

### **QUALIFICATION REQUIREMENTS AND PREFERENCES:**

- High School Diploma required
- Associates Degree in business administration, marketing or communications is preferred
- Clerical and communications experience is preferred

### **ADDITIONAL DESIRED SKILLS :**

- Working knowledge of Google Workspace.
- Ability to work independently, with the capacity to recognize when to enlist assistance or research to resolve concerns.
- Ability to work accurately, organize, plan, and meet deadlines.
- Maintain confidentiality.
- Ability to work cooperatively with a team and demonstrate a history of dependability, professionalism, and excellent attendance.

**District Policy:** The District does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), marital status, disability, or any other legally prohibited basis in admission or access to District programs and activities. *The information contained in this job description is for compliance with the American with Disabilities (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*