



Job Posting for Assistant to the Director of Business/Human Resources

Position Type	Position Classification	Salary	Job Location
Assistant to the Director of Business/Human Resources	Non-Exempt	\$40,000 - \$45,000	Administration Building

Overview: Reimagine Education, LLC is a privately-owned management company for Michigan International Prep School, a publicly funded Cyber Charter School.

Who we are: Michigan International Prep School is a publicly funded Cyber Charter School. We have drop-in labs for students in several locations across Michigan.

Philosophy: At Michigan International Prep School, we want our students to pursue what makes them different. No two people are identical, and it doesn't make sense to treat them like they are. That's why we create a unique learning pathway for every MIPS learner, built around their talents, interests, location, and schedule. Students are first in our school.

Position Description: Reimagine Education, LLC is seeking an assistant who will play a critical role at the Michigan International Prep School. This position has primary responsibility for supporting the Director of Business/Human Resources. Duties will include, but are not limited to, all state and school policies and procedures pertaining to Human Resources. The successful candidate will display keen attention to detail, possess a variety of complex computer skills, critical thinking skills, and a keen sense of having strong organization skills for a complex and ever-changing environment.

Qualifications	Essential Duties
<ul style="list-style-type: none"> • Must have a Bachelor's Degree or Higher • Minimum two years of experience • Ability to handle multiple tasks at once in an effective manner • Experience in office setting, having demonstrated a high level of professionalism, the ability to pace work to meet deadlines and having consistently exhibited a measured response to changeable and/or politically charged situations; understands and is sensitive to confidential information, exercises good judgement • Works well with a team • Maintain a positive "can do" attitude • Has strong communication skills, both verbally and written • Is poised, punctual and enthusiastic • Is exceptionally organized and self-motivated, able to manage complex tasks and assignments • Have mindset that every student is different and their education should be personalized to them. No student will slip through the cracks • Has attention to detail, and a desire to do things well • Can manage stressful situations and respond quickly and creatively to meet the needs • Ability to work in a fast-paced, highly demanding environment 	<ul style="list-style-type: none"> • Assist with Onboarding all new staff members which will include contract, pay schedules, Teacher Certificates, transcripts, and etc. • Process contracts and compensation schedules for staff members • Manage open enrollment period for Benefits • Disseminates all information regarding new laws that relate to Human Resources • Responsible for advising the Director of Business/Human Resources of federal and state legislative matters and legal decisions, which affect the district and location information, and maintaining files to keep abreast of such issues • Promotes effective public relations through telephone, and written communications with staff/students/guardians • Serves as a Confidential Assistant to the Director of Business/Human Resources and is responsible for all clerical duties associated with the effective performance of duties of the Director of Business/Human Resources • Advises the Director of Business/Human Resources immediately of the existence of any problems deemed to warrant prompt attention, advice or intervention • Maintains a schedule of appointments and arrangements for conferences and interviews • Analytical aptitude sufficient to handle administrative detail; composition and editing skills; knowledge of correct grammar, punctuation and spelling; ability to edit for clarity, style and intent; competence to clearly organize data and/or information in graphs, charts, lists or presentations for ease of understanding. • Be informed of all policies and procedures. • A pleasant personality and positive attitude toward working with administration, staff, and community members. Evidence of ability to establish working relationships that result in increased efficiency and effectiveness. • Carry out any other duties and obligations that are determined to facilitate the School's mission, goals, standards, and Educational Program. • Must honor written Board Policies and Administrative Regulations. • Must be able to work from a designated Learning Lab as scheduled. • Must be able to stand for a minimum of 30 minutes at a time. • Must be able to lift 25lbs. • Must be able to move throughout the Learning Lab. • Must be able to sit in chair for long intervals.

Interested Candidates Should Apply: Internal Candidates will have full consideration and must send a written letter of intent and why you can make a difference in this position to the Executive Director of Business/HR at browne@miprepschool.org. External candidates should upload a letter of interest, resume, transcripts, teaching certificate and any supporting documentation to the Executive Director of Business/HR at browne@miprepschool.org. The position will remain posted until filled.

Reimagine Education, LLC is an Equal Opportunity Employer. The position is subject to Reimagine Education, LLC policy, rules, and regulations. As Equal Opportunity/Affirmative Action Employer, It is the policy of the Michigan International Prep School and Reimagine Education, LLC that no person shall on the basis of race, religion, color, national origin, sex, age or disability be excluded from participation and be denied the benefits, or be subjected to discrimination under program or activity and in employment, further Reimagine Education, LLC strictly adheres to the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and all Michigan Department of Education policies and regulations prohibiting discrimination.