



POSITION ANNOUNCEMENT

Learning Services – School Improvement Services

Administrative Assistant

Deadline for Application: September 24, 2020

Cooperative Educational Service Agency 10 (CESA 10) is looking for an individual to serve as a full-time Learning Services – School Improvement Services Administrative Assistant to be based in Chippewa Falls, Wisconsin. The Administrative Assistant would be responsible for event management, updating and maintaining budgets, managing virtual tools, and providing support to the School Improvement Services team and the CESA 10 school districts.

The ideal candidate would have an Associate's degree in Office Management, Accounting, or related accreditation. Must have experience in managing budgets, event management, the use of databases/data management, and comfortable with exploring and learning new software and applications.

Related Skills:

- Excellent oral and written communication skills
- Ability to be accurate and thorough
- Ability to work collaboratively with others
- Ability to assess, troubleshoot, and critically analyze situations
- Willingness to learn new technologies
- Experience with the Microsoft Suite
- Experience managing budgets
- Experience with the Google Suite
- Time management skills

Performance Responsibilities:

- Support the Director of School Improvement Services
- Under the supervision of the Director, manage department budgets and grants
- Support CESA 10 Districts participating in our ESEA agreement with Federal funding Budget and Claims
- Assist with planning and hosting professional learning events
- Manage the department interactive learning platform
- Share department communications with school districts

Complete job description information is located at: <https://www.cesa10.k12.wi.us/employment> - Learning Services

This is a full-time position. Wages will be competitive. An excellent benefit package will be provided which includes health, dental, life and disability insurance, retirement benefits, Wisconsin Retirement System pension, and paid time off. Interested applicants should apply through [WECAN](#). Deadline for applications will be September 24, 2020.

Human Resources
725 W Park Ave, Chippewa Falls, WI 54729

It is the policy of CESA #10 to afford equal opportunity for employment to all individuals regardless of age, race, religion, color, sex, national origin or ancestry, handicap, physical condition, developmental disability (as defined in S.51.01(5)), arrest or conviction received (in keeping with S.111.32), sexual orientation or marital status.