



## Morley Stanwood Community Schools

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4700 Northland Drive  
Morley MI 49336  
(231) 856-4392

### JOB POSTING

#### Internal/External

#### *Central Office Executive Administrative Assistant*

**Classification:** Hourly, Non-Exempt  
**Duration:** 2025-2026 School Year (Full time - 12 months, 8 hours a day)  
**Compensation:** Per Administrative Assistant Handbook.  
**Reports to:** Superintendent  
**Posting Date:** **June 30, 2025**

#### Position Summary

The primary function of the executive administrative assistant position is to provide clerical support to the Superintendent and the Board of Education. The position does require flexibility for scheduled occasional evening work sessions.

#### Professional Qualifications

- Preferred associate's degree or High School diploma with relevant experience.
- Notary or the ability to become one for the district.
- Be of high moral character, a self-starter with regular, timely attendance.
- Ability to maintain positive working relationships with all district stakeholders.
- Must have mental/physical ability and stamina for meeting the requirements of the position, and possess a valid Michigan driver's license.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).
- High-functioning technology skills preferred, with data systems and Microsoft Office, with the initiative to explore more efficient office applications.
- Excellent interpersonal skills are required for working with adults in both verbal and written formats.
- Comply with State and Federal regulations regarding confidentiality and perform all duties in accordance with applicable district policies and legal requirements.
- Ability to schedule multiple tasks for completion regardless of timelines while accurately maintaining a variety of records, files, and other information.

For full position description click [HERE](#)

**Internal Deadline: July 2, 2025**

Submit letter of interest by email to [HR@morleystanwood.org](mailto:HR@morleystanwood.org)

**External Deadline: Until Filled**

**Please submit cover letter, resume, and list of references to:** [HR@morleystanwood.org](mailto:HR@morleystanwood.org) or  
Human Resources  
Morley Stanwood Community Schools  
4700 Northland Drive  
Morley, MI 49336