



Mecosta-Osceola Intermediate School District

Administrative Offices: 15760 190th Avenue, Big Rapids, MI 49307

Phone: 231.796.3543

[MOISD Job Opportunities](#)

2425-71

NOTICE OF VACANCY

Title: Receptionist / Administrative Support

Start date: July 1/2025 or as soon as possible

Classification/FLSA: Non-union, exempt, support

Duration: Full-time year-round position

260 days / 7.5 hours per day

Reports to: MOISD Superintendent

Location: Board of Education building

Position Summary: The position will serve as the primary point of contact at the MOISD central office and provide general administrative support to the Special Education department. Responsibilities include front desk reception, managing phone and in-person inquiries, and assisting special education administrators with scheduling, purchase orders, data entry, and other departmental tasks. The role requires strong organizational skills, professionalism, and the ability to manage multiple responsibilities in a dynamic office environment.

Professional Requirements / Education and Experience

- Minimum high school diploma required; additional administrative or clerical training preferred.
- Prior experience in an administrative support or front office role, preferably in an educational or public-sector setting.
- Strong organizational skills and attention to detail; ability to manage multiple responsibilities and meet deadlines.
- Demonstrated ability to handle confidential information with discretion and professionalism.
- Proficient in Microsoft Office and Google Suite; experience with phones, scheduling tools, and data entry systems.
- Excellent interpersonal and communication skills, both written and verbal.
- Ability to work independently, prioritize tasks, and adapt to changing needs.
- Must possess valid driver's license and pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

Essential Duties

- Greet visitors and respond to phone, email, and in-person inquiries with professionalism and efficiency.
- Manage incoming and outgoing mail and deliveries; route correspondence appropriately across departments.
- Maintain front desk operations, including reception coverage, supply inventory, and general office upkeep.
- Assist with processing purchase orders, tracking expenses, and maintaining accurate records for department activities.
- Support data entry and file maintenance for departmental documentation, as directed.
- Coordinate logistics for department meetings, events, or professional development sessions.
- Maintain confidentiality and accuracy in handling student information and internal records.
- Support the Special Education department with a variety of administrative tasks as needed.

Supporting Schools and Student Achievement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.



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NOTICE OF VACANCY

- Organize time, energy, and workload in order to meet responsibilities and complete assignments with due consideration of priorities among various responsibilities.
- Maintain regular, reliable and prompt attendance.
- Additional duties as assigned by the Superintendent or Special Education leadership team.

Compensation: Starting \$20.34 hourly, commensurate with experience and education.

Benefits: Family medical, dental, vision, life/add & ltd, employee assistance program; MPSERS retirement; Paid sick, personal and vacation leave; Opportunities for professional development and advancement with tuition reimbursement available.

Posting date: 06/23/2025

Application deadline: 07/15/2025 or until filled

Please submit cover letter, resumé with references, and applicable transcripts to:

MOISD Human Resources

Email: jobs@moisd.org

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