

Job Posting

Job Title: MiCH IT Office Manager

Reports To: MiCH IT Operations Project Director

Start Date of Position: May 1, 2025

Location: Remote with occasional daily travel and overnights across Michigan; Candidates are required to have residency in Michigan to be eligible for this role.

Position Summary: MAISA is seeking a MiCH IT Office Manager who will work within the MAISA Information Technology team to coordinate all office procedures, processes, budgets, and communications. The MiCH IT Office Manager is an experienced executive administrative assistant who is responsible for coordinating multi-million dollar budgets, tracking statewide activity by district, managing office workflow, and ensuring alignment with organizational protocols.

Key Responsibilities & Qualifications:

- Engages, coordinates, and facilitates regular meetings
- Monitors the progress toward project outcomes
- Coordinates the communication on the progress of the work of MiCH IT
- Coordinates the reports & annual evaluation of MiCH IT-funded projects
- Provides leadership for the successful completion of MiCH IT goals and objectives
- Provides leadership to inform the legislature in partnership with MiCH IT
- Provides leadership with building and furthering relationships between all stakeholders
- Assists in the development of and manage project plans: timelines, deliverables, budgets, implementation & outcomes
- Technical Skills with Google applications
- Review contracts and approvals for payments
- Collects regular input and interacts with end users
- Dialogs with other MAISA Project Coordinators to ensure work is cohesive

Preferred Experience:

- Bachelor's Degree in Business or Management
- Demonstrated application of project management/leadership skills
- Demonstrated proficiency in verbal and written communication

Professional competencies desired:

- Curious
- Patient
- Creative Problem Solver
- Committed to progress and growth-minded engagement
- Customer Service Focus
- A Team player

Wages and Benefits:

- An annual salary of \$75,000, 401k contribution, and medical benefits are included

Conditions:

- This is an at-will position and can be terminated by either party

How to Apply:

Interested individuals should send a letter of interest and resume by April 4, 2025 to:

John Severson, Ph.D.,
Ex. Director, MAISA
1001 Centennial Way, Suite 300
Lansing, MI 48917

Submissions can be sent electronically to: support@gomaisa.org