



February 11, 2026

POSITION OPENING: Project/Department Assistant, Human Resources

IN THIS ROLE:

We are seeking a highly professional, collaborative individual to provide administrative support to the Human Resources Department.

The Project Department Assistant (PDA) will provide overall coordination / management of organizational projects, ensuring consistency with Oakland Schools objectives, standards, commitments, and goals. The PDA will assume responsibility for planning, problem-solving and communicating with internal and external stakeholders. The individual will create and maintain standard operating procedures, timeline and tracking systems utilizing critical problem-solving skills.

WHAT WE NEED:

We are looking for a detail oriented, organized, and creative professional to assume a key role in our Human Resources department. The ideal candidate will be responsible for ensuring effective communication across departments, providing comprehensive administrative support to department staff, and completing various project management tasks. If you have a strong background in HR, excellent project management skills, and a keen eye for detail, we encourage you to apply for this vital role.

WHAT YOU NEED:

- High school diploma or GED
- Two or more years of experience in an office setting, project management experience preferred.
- Strong computer software skills including Google Applications, Microsoft Office Suite, Adobe, and Canva.
- Excellent written and verbal communication skills.
- Experience designing print materials.

WORK LOCATION:

Oakland Schools - Main Campus
2111 Pontiac Lake Rd, Waterford, MI 48328

SALARY DETAILS:

\$22.54 - \$26.14 hourly based on relevant prior work experience, with the potential to earn up to \$28.15 after employment with Oakland Schools. Non - Exempt position / 12-month work year.

WHY WORK FOR OS?

Aside from working with talented experts on important initiatives, when you join Oakland Schools, you'll also get these great benefits:



Pension Plan

OS offers the opportunity to enroll in a pension plan to help support your financial stability.



Full Health Coverage

High quality, low-cost health insurance plans. Employer paid dental, vision, life insurance, short and long-term disability, and well-being benefits.



Wellbeing Program

OS utilizes a holistic approach to provide resources that support the wellbeing of our employees.



Professional Learning

OS provides various professional learning opportunities to advance your skill sets with education development.



Flexible Vacation Time

Experience built-in vacation, including time off for winter and spring break and generous leave time, so you can have a healthy work-life balance.



Other Perks

You're eligible for preferred pricing on pet insurance, legal coverage for most of your legal needs, additional life insurance and access to the Student Loan Repayment Program (PSLF) for loan forgiveness in public service.

Public Service Loan Forgiveness (PSLF) Program

Working with Oakland Schools isn't just meaningful - it's financially rewarding!

Oakland Schools qualifies as an eligible employer for the Public Service Loan Forgiveness Program. The PSLF Program forgives the remaining balance of your Direct Loans based on the following requirements of eligibility:

- after the individual has made the equivalent of 120 qualifying monthly payments under an accepted repayment plan, and
- while working full-time for an eligible employer (for a weekly average, alone or when combined, equal to at least 30 hours)

For additional information, please visit studentaid.gov/manage-loans/forgiveness-cancellation/publicservice

WHO WE ARE:

Oakland Schools (OS) is an Intermediate School District (ISD) focused on providing educational and technology services to local school districts in a cost-effective manner to provide students with a superior education. We also operate our Oakland Schools Technical Campuses (OSTC) and Virtual Learning Academy Consortium (VLAC). You will help students have the best learning experience possible through your work at OS! To learn more about us, visit <https://www.oakland.k12.mi.us/about>.

HOW TO APPLY:

To apply, please use the [Oakland Human Resource Consortium \(OHRC\) website](#). You will need to make an account on the OHRC website to apply. To access this application, click the position title below:

Project/Department Assistant - Human Resources

Oakland Schools is a member of the OHRC. Once you create your account, you will be able to apply for positions within our district as well as positions available through other member districts. All applications must be completed on the OHRC website. Please do not email or fax application materials to Oakland Schools.

POSITION DEADLINE: Applications will be accepted until **February 25, 2026**.

NOTE: Interested candidates must be available to interview on **March 4 and March 11, 2026**

For questions regarding this position, please contact recruiting@oakland.k12.mi.us

In accordance with state and federal law, Oakland Schools does not discriminate, nor permit discrimination, on the basis of race, color, national origin, ethnicity, religion, sex, pregnancy or parental status, gender identity, gender expression, sexual orientation, disability, age, height, weight, marital status, military service, veteran status, genetic information, or any other legally protected status, in its educational programs and activities, employment, or enrollment. The District also provides equal access to the Boy Scouts and other designated youth groups. For questions or complaints regarding unlawful discrimination or harassment, employees should contact the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at (248) 209-2429 or HR@oakland.k12.mi.us. Students and others should contact the Civil Rights/Title IX Coordinator at (248) 209-2590 or Jacqueline.Zablocki@oakland.k12.mi.us.

This job posting is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.