



MAPSA

Michigan Association of Public School Academies

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Rockstar Administrator for a Passionate Non-Profit Impacting Kids

MAPSA's Rockstar Administrator puts the "awe" in AWESOME. This individual embraces the role of team organizer and team coordinator. MAPSA's Rockstar Administrator understands the value of process and isn't hesitant to take the lead on implementation. This individual knows the large impact that even the seemingly smallest task can have on a dynamic team culture and owns each and every last detail. MAPSA's Rockstar Administrator's servant leadership style delivers before the team even knows they had a challenge.

As MAPSA's Rockstar Administrator, in a typical day you might:

- Lead our team in brainstorming a creative solution
- Take the lead on organizing a smooth sailing board meeting
- Scrutinize a list of contacts to ensure database integrity
- Trouble shoot the reason that email has suddenly stopped sending
- Google meeting facilitation techniques
- Create the agenda for an initiative team meeting
- Chat with fellow team members about upcoming deadlines
- Own the project management software to keep the team on task
- Play air traffic control for all email communications
- Dig deep to identify trends in communication strategies

This job might be for you if:

You pay attention to the details. You stay focused, and nothing falls through the cracks on your watch. You are able to delegate to others and help the team stay on task.

You understand and embrace the philosophy of servant leadership. You have the uncanny ability to recognize the needs of others and fulfill them under the radar. You know your value is far greater than a list of daily tasks.

You enjoy solving problems. You love taking on difficult challenges and finding creative solutions. You don't get flustered easily. If you don't know the answer, you'll dig until you find it.

You're a people person. You like to work with others and feed off their creative energy. You enjoy a flexible work environment and a supportive team culture.

You think on your feet. You like learning new things, and you can learn quickly. When things change, you know how to roll with the punches.

You communicate clearly. You write well. You speak eloquently. You can explain just about anything to anyone, and you're comfortable communicating in writing and on the phone.

You are motivated and driven. You volunteer for new challenges without waiting to be asked. You take ownership of your role and truly make a difference.

To land this role, you need to have some experience in work that requires an extreme passion for details. The source of your experience isn't as important as long as we can see where you picked up your detail-oriented servant leadership super powers somewhere in your cover letter or resume.

Send your cover letter and resume to HumanResources@charterschools.org by Friday, August 28th and tell us why you want to be part of our team!