



## Mount Clemens Community Schools

### **Open Position: Grant Clerk (*Temporary & Part-Time, Grant Funded*) (EduStaff Position)**

Deadline: **Until Filled**  
Start Date: **ASAP**  
Salary: \$17.35 per hour, up to 23 hours per week  
Location: Mount Clemens Secondary Complex  
Work Days: Part-Time  
Reports To: Grant Coordinator and Director of Curriculum

#### **Summary:**

Under the direct supervision of the MTCPS leadership, the Grant Clerk will assist the Grant Coordinator, Business Office, HR office, and Curriculum Office with clerical tasks related to grant funds.

#### **Essential Duties and Responsibilities – Other duties may be assigned:**

- Associate's Degree preferred
- Support Institutions, i.e., Family Youth Interventions
- Purchase Order Processing/Payables
- Grant Personnel Payroll & EDU staff payroll
- Grant Personnel Job Postings
- Grant Personnel New Hire Processing
- Professional Development off-site – registration, reimbursement
- Professional Development in-house - organization, set up, attendance, evaluation
- Professional Development substitutes
- Equipment Inventory
- PARS
- Payroll Certificates
- Grant Program Evaluations
- NexSys, GEMS/MARS – Level 1
- Assist with Third-party HR tasks
- Assist HR with REP and SCHECH submissions
- Assist the Business Office with tasks as assigned
- Other duties as assigned

#### **NON EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

It is the policy of the Mount Clemens Community School District that no person shall, based on race, religion, color, national origin, gender, age, height, weight, marital status, or disability, be excluded from participation and be denied benefits, or be subjected to discrimination under program or activity and in employment. Further, the Mount Clemens Board of Education strictly adheres to provisions of Title VI of the Civil Rights Acts of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990 and all Michigan Department of Education policies and regulations prohibiting discrimination.



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### Qualification Requirements:

- An Associate's Degree or higher is preferred.
- Three to five years of experience in an office is preferred.
- Excellent verbal, written, and technology communication skills are necessary.
- Must be a self starter, take initiative, problem solver, and complete assigned tasks.
- The position requires a practical understanding and knowledge of the dynamics of group work to develop human potential, reach participants, and strengthen family life.
- Strong Microsoft Office/Google applications operational knowledge and desktop publishing skills are a plus.

Please direct any questions regarding the position to Jennifer Daws at [HR@mtcps.org](mailto:HR@mtcps.org)

**Persons who are interested in this position should submit letters of interest, resumes, credentials/certification, and a list of references in one document via email above or**

**Mail them to:**

***Human Resource - Mount Clemens Community Schools  
167 Cass Avenue  
Mount Clemens, MI 48043***

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