



T U L S A

PUBLIC SCHOOLS

Job Title: Project Assistant, Design Lab

Department: Design Lab
Reports To: Chief Innovation Officer
Grade: CA-12
Number of Days: 12 Months
Security Access: ESC
Current Date: March 12, 2018
Overtime Status: Non-Exempt

Job Objective: Provide high-level administrative support to ensure smooth Design Lab operations, including managing correspondence and schedules, performing clerical tasks, and supporting meetings. Communicate with community stakeholders and staff in a manner that exemplifies the core values of Tulsa Public Schools and supports overall Design Lab success. Coordinate and manage projects within the Design Lab, including high-profile projects and events.

Minimum Qualifications:

- High School diploma or equivalent
- Experience providing executive and secretarial support
- Experience with and understanding of school systems

Responsibilities and Essential Functions: The following duties are representative of performance expectations. Reasonable accommodations may be made to enable a qualified individual with a disability to perform essential functions.

- Manage continuously-changing schedules and make independent decisions about prioritization to support Design Lab success.
- Monitor and track Design Lab budget and support the Chief Innovation Officer in resource management.
- Receive and resolve requests from schools, community stakeholders, and the district staff.
- Plan meetings, invite attendees, and draft agendas.
- Organize and manage Design Lab documentation and support efficient knowledge management.
- Manage all Design Lab administrative needs, including procurement.
- Devise and execute systems and procedures for keeping the Design Lab organized and operating smoothly.
- Support grant management and grant reporting.
- Serve as a liaison to internal and external stakeholders and help manage their requests, questions and or services.

- Prepare Board and Board committee agenda items and submissions.
- Other duties as assigned.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Knowledge of school systems
- Advanced computer skills, including proficiency in Microsoft Office and ability to create complex documents using combinations of software and web-based applications
- Comfort, skill and will to learn new software and web-based applications
- Strong written and verbal communication skills
- Attention to detail and outstanding follow-through
- Ability to manage multiple, simultaneous and contingent tasks/projects

Working Conditions: The design lab is a creative, open-space environment. Flexible furniture, whiteboards, maps, charts, and data walls provide space for design work. The environment is energetic, and there are often multiple conversations going on at the same time. All team members are expected to support a variety of Lab-related projects and initiatives. Hours are variable; the lab is staffed from before 8 am to after 6 pm every day with some evening commitments and travel required. We approach work with a growth mindset, usually taking on challenges that have not yet been tried in Tulsa schools. Ambiguity is a hallmark of our context and part of the day-to-day working environment.

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