

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Date: 05/20/2026
Title: Human Resources Administrative Assistant
Reports To: Director of Human Resources
Employment Status: As Determined by the Director of Human Resources
Days: As Determined by the Director of Human Resources
MOESC Salary Schedule: Office Manager
FLSA: Non-Exempt

QUALIFICATIONS

- Degree in an accredited university or college program in Human Resource Management or Business.
- Prior business office experience.
- Successfully pass BCI and FBI background check.
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PREFERRED QUALIFICATIONS

- Two years' experience of administrative assistant.
- Experience with marketing and employer branding.

GENERAL DESCRIPTION

The Administrative Assistant of Human Resources will perform administrative duties related to the operations of the human resource office.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists with maintaining accurate and up-to-date human resource files, records, and documentation.
- Maintains the integrity and confidentiality of human resource files and records.
- Assists with monitoring compliance with all employee licensure requirements.
- Provides clerical support to the HR department.

Board approval on 5/20/2026

- May assist with answering applicant and employee questions.
- Supports the Director of Human Resources with onboarding and offboarding of staff.
- Assists with creating and posting open positions.
- Supports organizational initiatives.
- Assists with planning and execution of special events.
- Assists with fiscal responsibilities.
- Performs other duties as assigned by the Director of Human Resources.

PERSONAL QUALITIES

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite (Word, PowerPoint, and Excel), Google Workspace or related software and/or equipment.
- Maintains an acceptable attendance record and is punctual.
- Ability to maintain confidentiality.
- Organizes tasks and manages time effectively.
- Meets deadlines.
- Strong ability to work independently and collaboratively as part of a team.
- Ability to analyze situations and find solutions.
- Ability to follow directions and learn new information quickly.
- Uses diplomacy and exercises self-control when dealing with others.
- Wears work attire appropriate for the position.
- Accepts responsibility.
- Exhibits a positive outlook.
- Takes initiative.
- Exhibits a service mentality and is responsive to internal and external client requests for service.
- Participates in professional development that relates to the position.
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC.

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

EVALUATION

Performance of this job will be evaluated by the Director of Human Resources according to Mid-Ohio ESC board policy. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

Employee Signature

Date Received

The Mid-Ohio Educational Service Center is an equal opportunity employer.

