



Pittsburgh  
Public Schools

EXCELLENCE  
FOR ALL

*The Pathway to the Promise.™*

## **Pittsburgh Public Schools**

**We Dream Big.  
We Work Hard.  
We Promise.**

**Project Assistant, Office of Strategic Initiatives  
1 Position Available**

## **Project Assistant, Office of Strategic Initiatives**

**Department:** Office of Strategic Initiatives

**Posting Date:** September 18, 2009 – until position filled

### **Overview:**

At the Pittsburgh Public Schools (PPS), we aspire to be one of America's premier school districts, student-focused, well-managed, and innovative. Our mission - *preparing all children to achieve academic excellence and strength of character, so that they have the opportunity to succeed in all aspects of life* – guides our work. Working at PPS represents a unique opportunity to be at the forefront of innovation.

The Office of Strategic Initiatives (OSI) is a project management office that guides the implementation of several important projects at the District. We are seeking candidates to join our team that are enthusiastic about the opportunity to improve urban public education and have a track record of achievement in the workplace.

### **Position Summary:**

The Project Assistant, Office of Strategic Initiatives will serve as an important member on the team and support various projects. Strong organization, computer, and communication skills are essential for success in this position.

### **Qualifications:**

Candidates must be enthusiastic about the fundamental goal of advancing student achievement in an urban public school district. Candidates must have a Bachelor's degree in a Business related field. Masters degree is preferred. We are a hard working team focused on results and expect the pursuit of excellence in all aspects of the organization. Candidates must be able to work a non-traditional schedule, including some weekends and evenings. In addition, we are seeking candidates with a demonstrated capacity to excel in the essential responsibilities listed below.

### **Essential Responsibilities:**

#### **1. Communications and outreach**

- a. Event planning for selected events (e.g., from invitations to food to transportations)
- b. Sending thank you notes on behalf of the office
- c. Sending newsletters and updates (internal, external) on progress of our projects
- d. Sending reminders to team members of upcoming deadlines
- e. Proofreading draft communications, presentations, etc.
- f. Writing memos
- g. Communicating progress and milestones of current projects to internal and external stakeholders
- h. Strong communication skills and a customer service mentality

**2. Analysis and computer support**

- a. Analyzing data using the Microsoft Office suite including Microsoft Excel
- b. Creating and updating files using the Microsoft Office suite including Word, Excel, PowerPoint, and Publisher.
- c. Updating the Pittsburgh Public Schools website for affiliate projects, manage a wiki or other document sharing processes
- d. Managing calendars and email using Microsoft Outlook
- e. Data entry

**3. Office management and logistics**

- a. Logistics and scheduling to support initiative related events (e.g., transportation, confirming speakers, catering, room reservations etc.)
- b. Work year calendars
- c. Purchasing and requisitions
- d. Coordinating mailings and materials
- e. Update project plan charts
- f. Take deliveries of supplies and materials
- g. Run budget reports
- h. Manage day to day payments and requisitions
- i. Quality check board tabs and do the legwork around process
- j. Formulate team meeting agendas and take meeting minutes
- k. Organize files and develop online filing system in the shared drive
- l. Set up meetings with large groups of people and individuals and manage the team calendar

**Work Environment:**

Employees of the Pittsburgh Public Schools engage in the extremely important and fulfilling job of educating students in the City of Pittsburgh. Employees must believe in, value and be committed to the educability of all; must promote the school and district vision of high standards of learning and academic rigor, continuous school improvement, and the inclusion of all members of the school community; must be willing to work in a high stress environment while maintaining the energy necessary to meet the responsibilities and expectations of the position.

- Work in close collaboration with staff at multiple sites and multiple disciplines
- Frequently required to work at fast pace
- Requires considerable concentration and creativity
- Subject to stress caused by a changing environment, diversity in the organization, tight deadlines and work load.

**Residency:** City of Pittsburgh Residency Required

**Work Year:** 12 Months

**FLSA Status:** Non-Exempt

**Salary Plan:** Level 10, Support Non-Exempt (\$40,801-\$50,578)

## **Application Instructions:**

All interested applicants must complete the following to be considered for this position:

- 1) Apply on-line using the appropriate link below. Please attach the following at the end of your on-line application:
  - a. Cover letter explaining why you are interested in the Project Assistant Position and your core beliefs about education (not to exceed one page, double-spaced.)
  - b. Complete updated resume
  - c. Convert your cover letter and resume into one document as you can only attach one document to your on-line application. Please name your document with your first name and last name

**Current PPS Employees, please apply using the link below:**

<https://apply.pps.k12.pa.us/internal>

**Outside Applicants (External), please apply using the link below:**

<https://apply.pps.k12.pa.us/external>

## **Other Information:**

CERTAIN TRANSFERS AND PROMOTIONS, PURSUANT TO STATE LEGISLATION, MAY REQUIRE AN EMPLOYEE TO OBTAIN AN ACT 151 CLEARANCE AT A COST OF \$10, PAYABLE BY THE EMPLOYEE. NEGATIVE REPORTS WILL BE REVIEWED ON A CASE BY CASE BASIS AND APPROPRIATE ACTION WILL BE TAKEN.

The Pittsburgh Public School District is an equal opportunity education institution and will not discriminate the basis of race, color, national origin, gender, sexual orientation, age or disability in its activities, programs or employment practices as required by Title II of ADA, Title VI, Title IX and Section 504. It is the policy of the Pittsburgh School District to make all programs, services, activities and facilities available and to provide reasonable accommodations to persons with disabilities. For information regarding accommodations, civil rights or grievance procedures, contact Ms. Tonia Suber-Hill, Manager, Employee Relations, 341 S. Bellefield Avenue, Pittsburgh, PA 15213-3516; Fax (412) 622-7968

## **More about the Pittsburgh Public Schools and our vision of *Excellence for All***

At PPS, we aspire to be one of America's premier school districts, student-focused, well-managed, and innovative. Our mission - *preparing all children to achieve academic excellence and strength of character, so that they have the opportunity to succeed in all aspects of life* – guides our work.

At the Pittsburgh Public Schools and are working hard everyday on behalf of the many children that we are privileged to serve. For the past three years, we have improved student achievement through the deliberate sequencing of strategies, commonly referred to as *Excellence for All*. In July 2009, Pittsburgh Public Schools became the largest school district in Pennsylvania ever to achieve the national standard for improvement: Adequate Yearly Progress (AYP).

But our ambitions are much higher, for we know that today more than ever, education defines life opportunity. The completion of not just high school, but *education beyond high school* is new standard of attainment for every student.

As a community, we have united around this goal to create game-changing conditions to promote success. The launch of *The Pittsburgh Promise* in 2008 is one example. With \$135 million in commitments already made to *The Pittsburgh Promise*, our community has eliminated money as an obstacle to higher education for at least a generation of students in the Pittsburgh Public Schools.

This is an exciting time to be a part of a great organization at the forefront of innovation in urban public education. Access to a high quality of education for all children in America is an issue of social justice. We are seeking talented individuals to join this vastly important and rewarding work.