



Administrative applications for the following position are being accepted by the Office of Human Resources by 11:59 p.m. on Sunday, \_\_\_\_\_. **A current resume and three (3) signed letters of recommendation less than one (1) year old must be attached to the completed application (if you are unable to electronically attach these documents, you must notify human resources that you are sending hard copies which must be received on or before the deadline date listed above). Caution: When attaching documents to the application, be sure the documents are legible. If the documents cannot be read, your application may be disqualified from consideration.** Appointment is subject to a criminal background check, a drug/alcohol test and credential verification. Non MPS employees must submit official transcripts confirming a degrees. No applications will be accepted after the deadline date and time. **APPLY ONLINE FOR JOB OPENING #1006200** at [www.mps.milwaukee.k12.wi.us](http://www.mps.milwaukee.k12.wi.us) → Employment → Job Openings → **administrator/supervisor positions** and follow the link.

## **MANAGEMENT INTERN, Department of Facilities and Maintenance Services**

### **Basic Function:**

Assist with working on special projects for Milwaukee Public Schools – Department of Facility and Maintenance Services (DFMS) including the evaluation and development of department business processes and data stores. Provide support in the implementation of and training for various process improvements and technology updates. Monitor compliance with department and district policies and procedures.

### **Major Duties and Responsibilities:**

- Assist in maintaining databases and computerized maintenance management application.
- Utilize district data systems and generate necessary reports to inform facility and maintenance reports.
- Work collaboratively with various district offices on the implementation of joint ventures or proposals.
- Utilize research skills that focus on gathering internal and external information to support the development and implementation of best practices for facilities and maintenance.
- Assist with researching and updating technology/applications and is responsible for assisting the Department in the implementation of and training for updates.
- Provide general administration assistance and support.
- Assist in policy compliance monitoring.
- Conduct various department-related studies on an as-needed basis.
- Actively support the MPS Strategic Plan.
- Perform other duties as assigned.

### **Qualifications:**

- A bachelor's degree from an accredited college or university earned within two years of date of application
- Proficiency in Microsoft Office and Office365
- Previous experience working in a large, multi-level company is desired.

### **Pay Rate:**

**APPLY ONLINE FOR JOB OPENING #1006200.** For further information call Kasi Toga, Office of Human Resources at (414) 475-8224 or email at [hoskinlr@milwaukee.k12.wi.us](mailto:hoskinlr@milwaukee.k12.wi.us).

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## **QUALITY EDUCATION BEGINS WITH QUALITY PERSONNEL**

The Milwaukee Public Schools does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of a person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or disability.

In accordance with Wisconsin Statutes, every applicant for a position with Milwaukee Public Schools will be subject to the open records law. Any applicant not wishing to have his/her identity released must submit a written statement to that effect to the Department of Human

**Resources. The identities of all “final candidates” may be released. Milwaukee Public Schools reserves the right to interview the best qualified candidates**