



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 4/21/2015

REMC Assistant

JobID: 2639

Position Type:

Support Staff/Production Staff - REMC

Closing Date:

05/04/2015

Date Posted:

4/21/2015

Location:

KRESA/Service Center

Division:

Regional Educational Media Center (REMC)

Position Type:

Part-time

Hours:

Monday-Thursday 11:00-4:30, Friday 10:00-3:30

Responsibilities:

Assist staff in the Regional Educational Media Center (REMC) with customer service, computer data entry, and various projects in the printing center and bindery.

Qualifications:

High school diploma or general education degree (GED). Computer skills; data entry experience. Must be able to work with printing, binding and shredding machines. Customer service experience. Embraces and supports KRESA philosophies related to diversity, inclusiveness and anti-racism. Ability to interact effectively with individuals from a wide range of cultures. Ability to discuss cultural differences with colleagues and clients. Ability to assess ones own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

Preferred Skills:

Advanced Excel training. Printing and bindery experience; experience with paper die-cut machines and laminators. Cash register experience. Ability to select and develop appropriate methods, skills and techniques attuned to people's cultural, multicultural or marginal experiences in their environments. Ability to effectively employ multicultural approaches in resolving problems.

Apply online at www.kresa.org

(<http://www.applitrack.com/kalamazoo/onlineapp/jobpostings/view.asp?district=1511>)

Kalamazoo RESA is an Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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