



## Kalamazoo County Area Schools Employment Consortium

### Employment Application

Openings as of 10/5/2015

#### *Career Navigator*

JobID: 3073

**Position Type:**

Support Staff/Case Management

**Closing Date:**

10/14/2015

**Date Posted:**

10/5/2015

**Location:**

KRESA/Y.O.U. Kalamazoo

**Division:**

Youth Opportunities Unlimited (Y.O.U.)

**Position Type:**

Full-time, 12-Month

**Hours:**

Monday-Friday 8:00-5:00

**Responsibilities:**

Data entry, including prompt entering of information on a state-based website, maintain internal Excel spreadsheets, filing, and retention follow-up with participants. Answer phones, greet and direct clients, schedule and assist with program orientations, meetings, and appointments. Complete word processing duties, faxing, and tracking of information.

**Qualifications:**

High school diploma or equivalent. Working knowledge of Microsoft Office. 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 one's own strengths and limitations or challenges and integrate this understanding into interpersonal interactions.

**Preferred Skills:**

Ability to multi-task; detail-oriented and thorough in completing tasks. Excellent customer service skills. 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/jobs](http://www.kresa.org/jobs)**

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.**

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

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