



## Kalamazoo County Area Schools Employment Consortium

### Employment Application

Openings as of 11/12/2015

#### ***Program Administrative Assistant, MiBLSi***

JobID: 3131

**Position Type:**

Secretarial/Clerical/Secretary

**Closing Date:**

11/30/2015

**Date Posted:**

11/12/2015

**Location:**

KRESA/Service Center

**Division:**

Instructional Center

**Position Type:**

Full-time, 10-Month

**Hours:**

8:00-4:30

**Responsibilities:**

Provide support to Michigan's Integrated Behavior and Learning Support Initiative (MiBLSi) state project. Coordinate statewide events. Compose or transcribe from rough draft: correspondence, bulletins, reports, and other material. Monitor and track program established budget. Coordinate/perform mailings. Attend and take minutes for meetings. Other duties as assigned.

**Qualifications:**

High school diploma or general education degree (GED). Organizational and office management skills. Ability to communicate effectively. Works in a team oriented fashion. Ability to efficiently use Microsoft Office and applicable software, including website maintenance. Ability to problem solve. Adapts to frequent changes in the work environment. 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:**

Associates degree. Experience with MiBLSi. 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. 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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