



## Kalamazoo County Area Schools Employment Consortium

### Employment Application

Openings as of 5/20/2015

#### ***Career Navigator (2 Positions)***

JobID: 2699

**Position Type:**

Support Staff/Case Management

**Closing Date:**

05/25/2015

**Date Posted:**

5/19/2015

**Location:**

Michigan Works! 135 Hamblin Road, Battle Creek, MI

**Division:**

Youth Opportunities Unlimited (Y.O.U.)

**Position Type:**

Part-time

**Hours:**

25-30 hours per week

**Responsibilities:**

Assist Y.O.U. Employment Services staff with greeting customers and providing guidance and direction on a state-based internet system utilized for resume development and job searching. Answer phones, distribute and collect forms. Complete word processing duties and faxing. Assist Y.O.U. Trade Act staff with data entry, filing, scheduling appointments, and following-up with clients. Comply with Federal, State, and organization's policies, procedures, and regulations.

**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 ones 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](http://www.kresa.org)**

(<http://www.applitrack.com/kalamazoo/onlineapp/jobpostings/view.asp?district=1511&all=1>)

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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