



## Kalamazoo County Area Schools Employment Consortium

### Employment Application

Openings as of 10/26/2016

#### *Career Navigator*

**JobID: 3718**

**Position Type:**

Support Staff/Case Management

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**Date Posted:**

10/26/2016

**Location:**

KRESA/Y.O.U. Employment Services

**Closing Date:**

11/09/2016

**Division:**

Youth Opportunities Unlimited (Y.O.U.)

**Position Type:**

Part-time

**Hours:**

Must be available to work M-F during the hours of 8:00-5:00

**Responsibilities:**

Assist YOU 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, faxing, data entry, and tracking of information. Other duties as assigned.

**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:**

Preference given to candidates with experience in employment and training programs. 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. Assistant Superintendents: Tom Zahrt, 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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