



Kalamazoo County Area Schools Employment Consortium

Employment Application

Openings as of 9/12/2016

Part-Time Driver/Bindery Assistant

JobID: 3656

Position Type:

Support Staff

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Date Posted:

9/12/2016

Location:

KRESA/Service Center

Closing Date:

09/22/2016

Division:

Print Center/Communications

Position Type:

Part-time, as needed

Hours:

7:00-12:30

Responsibilities:

Driving delivery van for the KRESA Print Center throughout SW Michigan. Also will be assisting in the Print Center Bindery completing printing projects, boxing, shipping and shredding documents. Other duties as assigned.

Qualifications:

Must have a clean driving record and valid driver's license. Must be able to use an iPhone with GPS. Great customer service skills are necessary. Must be able to lift heavy boxes. High school diploma. 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 someone experienced with printing and bindery work. 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

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: Director of Human Resources, Tom Zahrt. 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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