



Maine Township High School District 207

Dr. Kenneth Wallace
Superintendent

Administration Office
1177 South Dee Road
Park Ridge, Illinois 60068-4398

October 17, 2018

JOB VACANCY NOTICE ASSISTANT CAREER COORDINATOR

REQUIRED SKILLS AND EXPERIENCE

- Ability to develop and maintain highly effective relationships and networks with individual and groups inside and outside an organization
- Project and time management skills to facilitate the completion of tasks
- Ability to balance conflicting internal and external demands and pressures
- Experience in problem-solving and providing innovative advice and solutions within defined parameters
- Self-directed and motivated - demonstrating a proactive and innovative approach with a high level of a passion and initiative
- Experience working with high school students
- Excellent verbal and written communication skills, including strong facilitation and negotiation skills
- Basic technology skills and familiarity with applications and tools such as Google and Microsoft Office Suite to support communication, budgeting, and project management
- Must provide own transportation to and from job sites as well as between campuses
- Must be able to perform job duties while sitting or standing for extended periods of time and must be able to lift up to 50 lbs. without assistance.
- Preferred: College degree in appropriate business discipline or human relations.

RESPONSIBILITIES

- Assist in developing/tracking business industry partnerships/relationships in career pathway fields
- Assist with cultivating existing relationships with industry partners
- Assist with the Career and College Resource Center to offer career fairs and career speaker opportunities
- Follow-up with Internship sites to ensure viability of site and placement of students
- Assist with the coordination and placement of students in career exploration experiences including working with the Internship Coordinator
- Assist with the development and execution of additional career exploration opportunities
- Assist with the creation of internship opportunities that allow for flexibility of a student's schedule

RESPONSIBILITIES (continued)

- Coordinate employment fairs
- Coordinate helping students find current employment which includes navigating the application, interview and overall employment process
- Assist with the marketing of the career pathways and internship programs to keep the community informed
- Perform other job-related duties as assigned

SALARY & BENEFITS

- The annual salary range is \$60,352 - \$65,393, depending on experience.
- Medical & dental insurance
- 17 paid holidays
- IMRF pension – employees vested after 10 years of employment
- Paid term life insurance policy equal to annual base salary
- 14 sick days
- 10 vacation days

TERMS

- 40 hours per week; 260 work days per year
- Start date – January 2019

APPLICANTS

- Please apply online at: www.generalasp.com/D207/onlineapp/
- Submit a letter of interest and resume to: lcook@maine207.org

“As a matter of policy, the race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, disability, unfavorable discharge from military service, or any other unlawful basis of discrimination, including harassment as defined and provided by the Illinois Human Rights Act and all other applicable state and federal laws shall not be considered either a qualification or disqualification of any applicant.”