



Workforce excellence is CENTRAL to all we do.

HUMAN RESOURCES

POSITION POSTING

October 24, 2023

Career Lab Specialist

1 full-time opening; Milaca home office

Hourly Wage Scale:

\$19.58 - \$23.50 - \$27.42

Primary Objective of Position

This position will provide direction to CareerForce customers in the use of career resources. Assist customers in the use of all software and hardware in the Career Lab. Contribute to a healthy, safe, and inclusive work environment for all and support the agency equal opportunity and inclusion efforts.

Work Environment

CMJTS is an equal opportunity employer and service provider. CMJTS is committed to creating an environment of inclusion where everyone is valued and has a sense of belonging. We work to confront and eliminate the barriers racism has created, and to earn the trust of our community to create a culture of accountability. We prioritize recruiting, hiring, training, compensation, promotion and retention practices that reflect the diversity of the communities we serve.

Qualifications

- Prefer experience with career and job search counseling or library experience
- Good working knowledge of MS Office products, Windows, e-mail, and the internet
- Experience operating office equipment such as fax machine, copier, laser printer, and postage machine
- Knowledge of career counseling resources and materials
- Knowledge of job search resources
- Good organizational and problem-solving skills
- Ability to read, write and follow oral and written instructions
- Excellent customer service skills/background

Responsibilities

- Act as help desk person for resource room computers. Troubleshoot software and hardware problems; assist with software questions and instruction. Report hardware problems to Network Administrator. Maintain resource area printers, paper & toner cartridges.
- Help customers find books, catalogs, videos, and other resource materials. Assist with the use of these materials. Order materials as needed and maintain career library in proper order.

Upon request the information in this document can be made available in alternative formats for people with disabilities by calling 800-284-7425.

www.cmjts.org



Equal Opportunity Employer
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- Inform and explain CareerForce services and refer to appropriate staff or area. Assist with referrals to community resources. Assist customers with resumes, cover letters, and job seeking tips including use of the Internet job listings when other job seeking staff is busy.
- Check-in all Career Lab users; instruct them in the use of the room, hand out disks.
- Monitor daily use of Career Lab, enforce rules, keep log of resource room activity to generate reports on participant use.
- Promote agency outreach goals with diverse populations
- Participate in personal development and agency training that will ensure unknown biases are identified and eliminate the influence of personal biases and values when engaging with diverse groups
- Design curriculum and facilitate workshops

Education, Training, and Experience

Two-year technical degree or equivalent relevant experience.

To Apply:

Send cover letter and résumé to:

Human Resources, CMJTS, PO Box 720, Monticello, MN 55362
employment@cmjts.org

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