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**HOT JOB !
VETERANS WANTED**

**Campus Operations
Coordinator for Leading
Provider of Higher Education
Programs for Working Adults**

**IMMEDIATE OPENING
LOCATION - DETROIT, MI**

**To Apply login or register at
www.casy.us and click on
the Job seeker tab search for
Req #159092BR.**

POSITION QUALIFICATIONS:

High school diploma or equivalent education required. Some college experience preferred

At least one year of experience in retail, customer service, clerical or related field.

Exceptional oral and interpersonal skills required to effectively communicate general information to visitors, students, faculty and other university personnel.

Proficiency with computers and software applications required to perform the clerical and administrative functions.

Experience with facilities management preferred.

Results-orientated focus and ability to manage multiple projects or tasks at one time.

Ability to manage time well and work under minimum supervision.



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