



Mecosta-Osceola Intermediate School District

Administrative Offices: 15760 190th Avenue, Big Rapids, MI 49307

Phone: 231.796.3543

[MOISD Job Opportunities](#)

2425-73

NOTICE OF VACANCY

Title: Career Services Coordinator

Program: Career & Technical Education

Start date: August 1, 2025 or as soon as possible

Classification/FLSA: Non-union, non-exempt, support

Duration: Full-time school year position

190 days / 7.5 hours per day

Reports to: Principal of Career & Technical Education

Location: Mecosta-Osceola Career Center

Position Summary: The Career Services Coordinator plays an important role in supporting students' career readiness and post-secondary success. This position facilitates a variety of career-related experiences and maintains strong partnerships with local employers, educators, and community organizations.

Professional Requirements / Education and Experience

- Minimum of an Associate's degree in business, education, or a related field required
- Prior work experience in education as well as business & industry is preferred
- Demonstrated aptitude for work to be performed, such as, but not limited to: positive work ethic, well organized, strong communication skills, basic technology skills, and flexibility to work effectively with diverse students and staff.
- Must possess a valid Michigan driver's license.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

Essential Duties

- Coordinate services and activities that support student career exploration and preparation.
- Develop and implement career readiness programming in collaboration with CTE instructors and administrators.
- Support planning and execution of career-related events and initiatives.
- Facilitate and monitor student participation in work-based learning and career exploration experiences.
- Assist with data collection and reporting related to career services, surveys, and state/federal requirements.
- Foster and maintain partnerships with local employers and community organizations to enhance program opportunities.
- Collaborate with staff to support public relations efforts, student recognition, and scholarship activities.
- Provide administrative support for Early Middle College and adult education enrollment and communication.
- Maintain accurate records and documentation for program operations and reporting.
- Attend relevant meetings and represent the district in regional career-related initiatives.
- Assume responsibility to transport self to the assigned worksite(s) and maintain regular, reliable and prompt attendance.
- Additional duties as assigned by the Assistant Superintendent of CTE or designee.

Supporting Schools and Student Achievement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.



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Compensation: \$30.00 hourly, commensurate with education and experience.

Benefits: Full family benefit package, including medical, dental, vision, life/add & ltd, employee assistance program; MPSERS retirement; Paid sick and personal leave; Opportunities for professional development and advancement with tuition reimbursement available.

Posting date: 06/26/2025

Application deadline: 07/15/2025 or until filled

Please submit cover letter, resumé and references, and applicable transcripts to:

MOISD Human Resources

Email: jobs@moisd.org

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