



SPOT 127 East Valley Career Specialist **Rio – SPOT 127 East Valley**

Job Summary: SPOT 127, KJZZ's Youth Media Center, is seeking a PART-TIME COLLEGE AND CAREER SPECIALIST at our East Valley location to develop college and career relationships, develop/assess/maintain reliable student success pathways and engage in student recruitment and retention.

Duties: Candidate will provide college and career guidance to SPOT 127 student participants. Candidate will network with local multimedia businesses, high schools, colleges and other potential partners; develop a repository for college and career resources; participate in student recruitment and retention; process student applications; and will greet students in the reception area when they arrive for class.

Qualifications: Qualified candidates must be personable, have excellent organizational and record-keeping skills, be self-motivated and proactive and have a good eye for details, must be able to work well with teen population and convey empathy and enthusiasm.

Desired Qualifications: Previous work with teens and young adults is a plus; excellent written communication skills; proven ability to multitask.

Special Notes/Working Conditions: Some weekend hours may be required

Hours & Pay Rate:

Up to 19.5 hours per week

Schedule is 2:30-6:30 during the school year and 9:30am-1:30pm during the summer months

\$15.00 - \$17.00 / hour, DOE

This position is temporary with no benefits.

Please send Cover Letter and Resume to:

HR@riosalado.edu

Full-time District employees are not eligible to apply for these positions.

The Maricopa County Community College District is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities.