



Date of Posting: June 7, 2018

Full-time Intake Specialist/MIS – Austin (Mower County) Office

Workforce Development, Inc. (WDI) is seeking a friendly, professional, full-time Intake Specialist/MIS in our **Austin (Mower County) Office**. The right candidate will help determine participant eligibility for WDI programs and input data into management information systems. We will rely on this person to receive applications, prepare and transmit copies of paperwork to agencies, and maintain integrity of the filing system documenting program eligibility. In addition, the individual in this position will provide front desk coverage and assist customers with computer needs, job searches, and resume building in our resource area. Excellent customer service and computer skills are vital.

A high school diploma/GED with some college training, in addition to proficiency in managing support databases and Windows/MS Office is required. Applicants should have exemplary communication skills and experience working with culturally diverse populations. The ability to maintain confidentiality and data privacy, work cooperatively in a team setting, pay attention to detail, and possess strong verbal and written communication skills are essential. Bilingual skills are appreciated but not required.

If you are interested in a dynamic work environment at an organization dedicated to helping job seekers and employers, please submit your resume and letter of interest to be received by **12pm/noon** on **June 18, 2018**, to:

Jill Miller
Workforce Development, Inc.
2070 College View Road East
Rochester, MN 55904
Or Fax: 507.292.5173
Or E-mail: jillmiller@workforcedevelopmentinc.org

WDI is an Equal Opportunity Employer/Program Provider and a proud partner of the American Job Center Network. Upon request, the information in this document is available in alternative formats for people with disabilities by calling 507.292.5180 (voice) or by using your preferred relay service.