



A nonprofit organization

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Ten Sigma Part-Time Contracted Position Opening

Ten Sigma is a growing non-profit education company, headquartered in St. Cloud, MN; that focuses on helping students successfully transition to adult life. We offer a variety of products for teachers and students in special education and general education including printed manuals and software.

Job Description:

We are seeking an experienced educator to assist us (part-time) in various duties including:

- Researching Transition and Behavior related topics
- Assisting with our social media research and content development
- Assisting with customer related information (minimal data entry and/or follow up)

Hours:

- 8-10 hours per week (flexible based on your schedule)
- Must be able to meet by phone or on-line meeting at least once per week between 8 am to 4 pm (central time)

Qualifications:

- Special Education background/experience
- Organized and efficient communication
- Ability to work independently, accomplish tasks, and meet deadlines
- Skilled at research and using the Internet/social media
- Ability to start in August

Compensation:

This position pays between \$12 to \$20 per hour based on your experience and quality of work.

Application Deadline and How to Apply:

- Send current resume and document explained below to Tara at tmeyers@erdc.k12.mn.us.
 - Include a Microsoft Word document that:
 - Briefly (less than 300 words) explains your understanding of the Transition Process for students in special education
 - A List of 3 reputable online articles or webpages on Indicator 13
 - ***Resume and document review to begin July 24, 2017, until position filled***

Ten Sigma is an Equal Opportunity Employer

Have Questions?

Contact Tara at 320-257-1921