

FERRIS STATE UNIVERSITY

HUMAN RESOURCES

Position Title:	Field Representative
Location:	Big Rapids (Main Campus)
Department:	31100 - Charter Schools
Advertised Salary:	\$7,000
FLSA:	Exempt
Temporary/Continuing:	Continuing
Part-Time/Full-Time:	Part-Time
Union Group:	N/A
Term of Position:	12 Month
At Will/Just Cause:	At Will
Summary of Position:	<p>Represent the Ferris State University Charter Schools Office (FSU-CSO) to public school academies authorized by Ferris State University's Board of Trustees. Field Representative(s) will attend academy board of directors' meetings, visit and observe academy classrooms and administrative operations, and submit written reports to the Charter Schools Office.</p> <p>The anticipated start date for this position is November of 2022. However, this is an estimated date and can be revised if needed.</p>
Position Type:	Staff
Required Education:	Bachelor's degree in Education.
Required Work Experience:	<p>Leadership experience and responsibilities in K-12 education.</p> <p>Three years of classroom teaching experience as a certified teacher in K-12 education.</p>

Required Licenses and Certifications:	
Physical Demands:	<ul style="list-style-type: none"> • Office Environment • Bending • Carrying • Moving • Reaching • Sitting • Twisting • Pulling/Pushing • Repetitive Movement • Standing
Additional Education/Experiences to be Considered:	Master's degree in Education.
Essential Duties/Responsibilities:	<p>During the fiscal year, attend each board of directors' meetings for each assigned academy.</p> <p>Submit a written summary report of each board of directors meeting attended within five (5) days of the meeting.</p> <p>During the fiscal year (July-June), visit assigned academies at least five times and observe the instructional process and/or administrative procedures.</p> <p>Submit a written summary report of each academy visit within five (5) days of the visit.</p> <p>Immediately report to the Charter Schools Office any activity that the Field Representatives believes may be illegal, inappropriate, a safety hazard, or other unusual circumstance. Such a report should be made by telephone, or e-mail, without delay. A written summary of the circumstances prompting the report is to be submitted within five (5) days.</p> <p>Attend scheduled Field Representative meetings with the Charter Schools Office staff, workshops, and additional events as requested by the CSO Director.</p> <p>Report directly to the Associate Director of Charter Schools.</p> <p>Responsible for maintaining the confidentiality of designated</p>

	<p>information.</p> <p>Perform all duties in compliance with applicable University policies and procedures, and state and federal requirements.</p> <p>Demonstrates an understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff, and community members.</p> <p>Any other duties assigned within the position classification area.</p>
Marginal Duties/Responsibilities:	Attend workshops and other training related to charter schools.
Skills and Abilities:	<p>Be technologically proficient Microsoft Office Suite, with e-mail programs, and data storage programs used by the CSO.</p> <p>Make sound decisions within parameters of authority.</p> <p>Communicate effectively both orally and in writing.</p> <p>Be tactful and courteous at all times.</p> <p>Handle confidential material.</p> <p>Ability to travel to various locations to attend required meetings.</p> <p>Attend meetings in inner-city areas at night.</p> <p>Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.</p>
Required Documents:	<ul style="list-style-type: none"> • Resume • Cover Letter • Unofficial Transcript 1
Optional Documents:	Unofficial Transcript 2
Special Instructions to Applicants:	<p>Applicant are required to provide a cover letter and a resume.</p> <p>Unofficial Transcript 1 (REQUIRED) Applicants must provide an unofficial transcript of Bachelor's degree in Education.</p>

	<p>Transcript must include institution name, applicant name, date degree attained, and degree awarded. Finalist will be required to submit an official transcript.</p> <p>Unofficial Transcript 2 (OPTIONAL) Applicants that have a Master's degree in Education, please provide unofficial transcript of Master's degree. Transcript must include institution name, applicant name, date degree attained, and degree awarded. Finalist will be required to submit an official transcript.</p> <p>This job will be posted starting Midnight EST on Friday, October 7, 2022, to Midnight EST on Monday, November 7, 2022. Please contact Ferris State University's Human Resources Department at (231) 591-2150 Monday - Friday between 8 AM to 5 PM EST if there are issues with applying to this posting.</p>
Initial Application Review Date:	November 8, 2022
Open Until Position is Filled?:	No
Posting Close Date:	November 7, 2022
Contact Information and EEO Statement:	<p>For inquiries related to this job posting please contact Nichelle Baker - Ferris State University's Human Resources Department at (231) 591-2150 Monday - Friday between 8 AM to 5 PM EST or you may email us at www.fsujobs.com.</p> <p>Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity, and educational excellence. Learn more about the Ferris Mission and community at ferris.edu. The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University's Policy on Non-Discrimination, visit: Ferris Non-Discrimination Statement.</p>