

Military Student Transition Consultant Application Process

Phase One: Qualified applicants are requested to submit a one page letter of interest accompanied by a current resume or curriculum vitae (CV), and a two-page essay addressing the following topics:

1. Briefly specify why your experiences make you a highly qualified candidate for this position.
2. Describe your current or most recent position.
3. Give an example of your collaboration with the school district and armed forces to help military children and families during potentially difficult times such as multiple deployments, transitions, etc.

Letters of interest, resumes/CVs, and essays will be held in the strictest confidence. Required documentation should be forwarded to:

**Kandis Jefferson, Human Resources - Military Child Education Coalition,
909 Mountain Lion Circle • Harker Heights, Texas 76548**

Applications will be accepted until: 19 February 2013.

Review of candidates will begin: 7 February 2013.

The desired start date: First week of March 2013.

Phase Two: Selected candidates may be invited to present further documentation prior to the interview process. These individuals will also be expected to submit the names, addresses, phone numbers, and email addresses for five professional references.

In addition to providing resumes/CVs, references and proof of academic credentials, applicants must also submit to extensive background checks and must be an acceptable candidate based on the criteria of the independent school district in which they will serve.