



Central Minnesota Educational Research & Development Council
Main Office: 570 First Street SE, St. Cloud, MN 56304 • 320.202.0992
Metro Office: 3550 Lexington Avenue North, Shoreview, MN 55126 • 651-765-7724

To: High School Guidance Counselor
From: Kelsie Herzog, Human Resources
Date: February 15, 2018
Re: Job Opportunity for 2018 Graduate

Dear High School Guidance Counselor,

I am excited to announce that Central MN Educational Research and Development Council (cmERDC) will be offering an apprenticeship program right here in your area. We are looking for a recent high school graduate that has an interest in computers. We will be training and educating them in computer programming. This is a paid position that comes with full-benefits. Essentially, they will be able to *earn as they learn*. Our goal at the end of the apprenticeship is to hire the apprentice full-time in an advanced position.

We realize that college is not for every high school student. We want to assist these students in successfully joining the work-force. If you know of any students that have an interest in computers and do not plan to go to college, can you please inform them of this spectacular opportunity.

I have enclosed a couple copies of the full job description for you to distribute to your students as well as information on how to apply. If you have any questions, please let me know.

Sincerely,

A handwritten signature in black ink that reads 'Kelsie Herzog'. The signature is written in a cursive style with a large, looping 'H' and 'Z'.

Kelsie Herzog, MBA
Human Resources
cmERDC—Learning Solutions
3550 Lexington
Suite 101
Shoreview, MN 55126

We're Hiring!

POSITION AVAILABLE: **Apprentice Software Developer**
3550 Lexington Ave. North, Shoreview, MN

The Apprentice position combines job-related technical instruction with structured on-the-job learning experiences. Earn as you learn!

RESPONSIBILITIES:

- Coding and testing software programs
- Assisting in debugging software application issues
- Maintaining, tuning and repairing software applications
- Documenting software changes/improvements
- Participating in execution and documentation of software testing
- Executing software application conversions/upgrades
- Assisting in the integration of data into software applications
- Assisting in design of software changes and enhancements
- Participating in the analysis of technical application requirements
- Providing user support

JOB DETAILS:

This is a FULL-TIME position with training and mentoring
Starting rate is \$15.00 per hour
Benefits available: Health, Dental, Life, Long-Term Disability, Retirement,
Paid Sick Leave, Paid Vacation, and Paid Holidays
Advancement opportunities available
Tuition assistance!

TO APPLY: Send cover letter and resume to: kherzog@erdc.k12.mn.us
For all questions call Kelsie Herzog at: 320.257.1921



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