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WIA

WORKFORCE PROGRAMS

111 Washington Avenue South  
Suite 1400  
Minneapolis, MN 55401  
(p) 651-325-3253  
[www.zenith.org](http://www.zenith.org)

November 3, 2017

Kenson J. Siver  
26000 Evergreen Road  
P.O. Box 2055  
Southfield, MI 48037-2055

Rick Snyder  
P.O. Box 30013  
Lansing, MI 48909

Krista Johnson  
WIOA Title 1 Section Manager  
Workforce Development – Office of Talent Policy and Planning  
201 North Washington Square  
Lansing, MI 48913

Re: Reduction In Force

This is to notify you that Zenith Education Group (“Zenith”) will be reducing its workforce at its facility at 21107 Lahser Road Southfield, MI 48033. This campus location will close at the end of the teach-out process. You may contact me at 651-325-3214 for further information. The job losses are expected to be permanent. Zenith expects that the job losses as a result of the downsizing will occur from January 8, 2018 until the completion of the teach-out plan. Attached is a list of job titles of the positions to be affected, and the number of affected employees in each position.

The employees are not represented by a union, and no bumping rights exist. Again, please call me if you require any further information.

Sincerely,

A handwritten signature in black ink that reads 'Paula Jahraus'.

Paula Jahraus  
Employee Relations & HR Operations Manager  
ECMC Group

Mgr Financial Aid Office		Location	State	City	Count of Job Profile
Everest Institute - Southfield		Everest Institute - Southfield	Michigan	Southfield	70
Adjunct		Everest Institute - Southfield	Michigan	Southfield	12
Administrative Assistant Senior		Everest Institute - Southfield	Michigan	Southfield	1
Admission & Retention Advisor		Everest Institute - Southfield	Michigan	Southfield	5
Admission & Retention Advisor Associate		Everest Institute - Southfield	Michigan	Southfield	1
Admission & Retention Advisor Senior		Everest Institute - Southfield	Michigan	Southfield	2
Campus Director & Academic Dean		Everest Institute - Southfield	Michigan	Southfield	1
Campus Registrar		Everest Institute - Southfield	Michigan	Southfield	1
Campus Registrar Senior		Everest Institute - Southfield	Michigan	Southfield	1
Career Services Representative		Everest Institute - Southfield	Michigan	Southfield	4
Clinical Coordinator II (Inactive)		Everest Institute - Southfield	Michigan	Southfield	1
Community Recruitment Representative		Everest Institute - Southfield	Michigan	Southfield	1
Department Chair		Everest Institute - Southfield	Michigan	Southfield	3
Dir Career Services		Everest Institute - Southfield	Michigan	Southfield	1
Dir Student Success		Everest Institute - Southfield	Michigan	Southfield	1
Externship Coordinator		Everest Institute - Southfield	Michigan	Southfield	1
Faculty I		Everest Institute - Southfield	Michigan	Southfield	12
Faculty II		Everest Institute - Southfield	Michigan	Southfield	6
Faculty III		Everest Institute - Southfield	Michigan	Southfield	2
Faculty IV		Everest Institute - Southfield	Michigan	Southfield	2
Financial Aid Representative Associate		Everest Institute - Southfield	Michigan	Southfield	2
Financial Aid Representative Senior		Everest Institute - Southfield	Michigan	Southfield	1
Mgr Financial Aid Office		Everest Institute - Southfield	Michigan	Southfield	1
Program Chair		Everest Institute - Southfield	Michigan	Southfield	1
Receptionist		Everest Institute - Southfield	Michigan	Southfield	1
Social Worker		Everest Institute - Southfield	Michigan	Southfield	1
Work Study Specialist - On Campus		Everest Institute - Southfield	Michigan	Southfield	5

Employees are being notified on November 8, 2017