

- | POSITION: Phlebotomy Clinical Coordinator
- | LOCATION: LeSourdsville Campus
- | GENERAL DESCRIPTION: The Phlebotomy Clinical Coordinator supports the 4-month Phlebotomy certificate program by communicating with clinical sites; coordinating clinical schedules, contracts, and site requirements; and scheduling externship hours for Phlebotomy students across a variety of sites. This position will also support Phlebotomy Instructors by attending all lab nights and providing instructional support as needed.
- | QUALIFICATIONS:
- Ability to secure an Ohio Department of Education Adult Education permit in the area of AWE Health Occupations (070000);
 - At least two (2) years work experience in the phlebotomy field;
 - Previous Phlebotomy instructor experience preferred;
 - Student-oriented teaching style with ability to adjust approach to suit individual adult learner needs;
 - Willingness and demonstrated ability to work with students, teachers, and administrators as a team member;
 - Proficiency in email and Microsoft Office programs;
 - Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, presentation, and organizational skills;
 - History of strong work record, including good job attendance;
 - Dependable transportation and willing to travel to local clinical sites; and
 - Documented evidence of acceptable criminal record as required by Ohio law and Board policy.
- | STARTING DATE: Based on class schedule
- | SALARY: \$25.00 per hour
- | APPLY TO: Send resume to Associate Director of Health Programs, Sarah Delong at delongs@butlertech.org. Only qualified candidates whose employment interests align with the position will be contacted.