

## EMPLOYMENT OPPORTUNITY

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.

Butler Tech is an equal opportunity employer. Applications will be accepted without regard to age, race, color, national origin, sex, religion, military status, genetic information, or disability. The regulations of Title VI, Title VII, the Equal Pay Act, the Americans with Disabilities Act, Title IX and other applicable state and federal laws are followed. (If you need an accommodation to interview, contact Human Resources.)