

POSITION	Secretary
LOCATION	Lesourdsville Campus
GENERAL DESCRIPTION	<p>Butler Tech's Lesourdsville Campus houses training in areas related to Business & Industry Technology and Healthcare.</p> <p>This position will provide customer service to students – prospective, current, and alumni. S/He will also contribute to the efficient operation of the office by performing clerical and secretarial functions, namely in support of Healthcare programming.</p> <p>The Lesourdsville Campus is open Monday – Thursday 7:30am - 6:30pm and Friday 7:30am - 4:30pm. This position will collaborate with their Business & Industry Technology counterpart to ensure the reception area is continuously staffed.</p>
QUALIFICATIONS	<ul style="list-style-type: none">• Minimum of high school diploma required;• Minimum of three years of secretarial experience;• Proficient in Microsoft Office Suite or similar software with the ability to learn new/updated systems;• Excellent typing/keyboarding skills;• Willingness and ability to work with students and staff as a team member;• Pleasant, enthusiastic personality for face-to-face and telephone-based customer service;• Service minded, congenial, and courteous demeanor;• Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;• Valid drivers' license, reliable transportation, and vehicle insurance;• History of strong work record, including good job attendance; and• Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.
START DATE	November 2022
SALARY	Based upon experience and education (Range: \$39,656 – 51,742)
BENEFITS	Includes medical, dental, vision, and life insurance; tuition reimbursement; paid holidays and vacation time
WORK YEAR	260 days (12-month calendar); 8 hours/day
DEADLINE	Internal: Wednesday, September 14, 2022 External: Wednesday, September 21, 2022
APPLY TO	Butler Tech Careers