

- | **POSITION:** Business & Industry Training Development Coordinator
- | **LOCATION:** LeSourdsville Campus
- | **GENERAL DESCRIPTION:** The Training Development Coordinator will assist in the development and marketing of training programs to meet the needs of business and industry clients. The Coordinator will provide instruction as needed and appropriate.
- | **QUALIFICATIONS:**
- Ability to secure an Ohio Department of Education Adult Education permit in the area of AWE Industrial & Engineering Technologies (170000);
  - Comprehensive knowledge of safety, quality, maintenance, and manufacturing processes and related technology;
  - Relevant associate’s degree relevant OR a minimum of five (5) years of verifiable and relevant industry experience;
  - Experience and/or ability to network with regional companies in pursuit of identifying, qualifying, and developing training programs;
  - Certification or equivalent experience in project management;
  - Ability to manage multiple tasks effectively and meet established deadlines;
  - Excellent communication and presentation skills, with ability to adjust approach to suit individual adult learner needs;
  - Flexible schedule to support student and customer 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; and
  - Documented evidence of acceptable criminal record as required by Ohio law and Board policy.
- | **SALARY:** \$28.00 per hour
- | **EMPLOYMENT STATUS:** Part-time/As Needed
- | **APPLY TO:** Send resume to Associate Director of Business & Industry Programs, Dennis Beam at [beamd@butlertech.org](mailto:beamd@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.)