

POSITION	Secretary
LOCATION	LeSourdsville Campus
GENERAL DESCRIPTION	<p>Butler Tech’s LeSourdsville Campus offers training in areas related to Business &amp; 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 hours for this position are: Monday, Wednesday, Thursday, &amp; Friday: 8:00a – 4:30p Tuesday: 10:00a – 6:30p</p>
QUALIFICATIONS	<ul style="list-style-type: none"><li>• Minimum of high school diploma required;</li><li>• Minimum of three years of secretarial experience;</li><li>• Proficient in Microsoft Office Suite or similar software with the ability to learn new/updated systems;</li><li>• Excellent typing/keyboarding skills;</li><li>• Willingness and ability to work with students and staff as a team member;</li><li>• Pleasant, enthusiastic personality for face-to-face and telephone-based customer service;</li><li>• Service minded, congenial, and courteous demeanor;</li><li>• Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills; demonstrated ability to multi-task;</li><li>• Valid drivers’ license, reliable transportation, and vehicle insurance;</li><li>• History of strong work record, including good job attendance; and</li><li>• Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.</li></ul>
START DATE	As soon as possible
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	Until Filled (Priority deadline: January 31, 2023)
APPLY TO	<a href="#">Butler Tech Careers</a>