

POSITION	Career Exploration Agent
LOCATION	Butler Tech’s Fairfield Township Campus, D Russel Lee Building
GENERAL DESCRIPTION	<p>The Career Exploration Agent will assist in operating the Career Lab and provide tours for students visiting Butler Tech for career exploration. The Career Lab consists of interactive stations that represent different programs offered through Butler Tech. The stations include program videos for students to watch and hands-on activities to provide students with a feel for what programs are like. The Career Exploration Agent leads groups of students on tours of the Fairfield Township Campus. They will also share information about the other Butler Tech high school campuses. The Career Lab will be open periodically throughout the year when local schools schedule use of the lab from September – May. Career Exploration Agent typical hours are 8:30am - 2:00pm.</p>
QUALIFICATIONS	<ul style="list-style-type: none">• High school diploma, or GED;• Experience working with middle school-aged to adult students preferred;• Effective and demonstrated ability to trouble-shoot, problem solve, and pivot as needed;• Ability to memorize and communicate information accurately;• Proven ability to engage groups of students, dynamic communication, and presentation skills;• Ability to receive instruction and follow specific directions;• Ability to problem solve technical issues;• Effective and demonstrated problem solving, critical thinking, oral and written communication, and organizational skills;• History of strong work record, including reliability and job attendance; and• Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.
STARTING DATE	February 2023
RATE OF PAY	\$120/day; \$21.82/hour
APPLICATION DEADLINE	Until Filled
APPLY TO	Butler Tech Careers