

EMPLOYMENT OPPORTUNITY

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:

- Comprehensive knowledge of safety, quality, maintenance, manufacturing processes, and related technology;
- Relevant associate degree OR at least five (5) years industry experience;
- Ability to network with regional companies to identify, qualify, and develop training programs;
- Certification or equivalent experience in project management;
- Ohio Department of Education Adult Education teaching permit or willing to obtain;
- Ability to manage multiple tasks and meet deadlines;
- Excellent communication and presentation skills;
- Student-oriented teaching style;
- Flexible schedule to support student and customer needs;
- Ability to work with students, teachers, and administrators as a team member;
- Proficiency in email and Microsoft Office programs;
- Problem solving, critical thinking, analytical, oral and written communication, presentation, and organizational skills;
- Strong work record and acceptable criminal record.

SALARY: \$32.00 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.

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.)