

- | **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](mailto:beamd@butlertech.org).
- Only qualified candidates whose employment interests align with the position will be contacted.