

POSITION	Secretary
LOCATION	Liberty Township Campus
GENERAL DESCRIPTION	<p>Butler Tech's Liberty Township Campus houses public safety programming in areas including law enforcement, firefighting, and EMS/Paramedic training. Preparation and examination programs for Class A and Class D licensure are also housed at this location.</p> <p>This position will provide customer service to students – prospective, current, and alumni. S/He will contribute to the efficient operation of the office by performing clerical and secretarial functions, namely in support of Fire and EMS programming.</p> <p>The hours for this position are Monday – Friday 9:00 am to 5:30 pm.</p>
QUALIFICATIONS	<ul style="list-style-type: none">• Minimum of high school diploma required;• Minimum of three years of secretarial experience;• Proficient in Microsoft Office Suite or similar software with the ability to learn new/updated systems;• Excellent typing/keyboarding skills;• Willingness and ability to work with students and staff as a team member;• Pleasant, enthusiastic personality for face-to-face and telephone-based customer service;• Service minded, congenial, and courteous demeanor;• Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;• State-issued identification card with photograph;• History of strong work record, including good job attendance; and• Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.
START DATE	September 2023
SALARY	Based upon experience and education (Range: \$40,647 – 53,036)
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; 1 st Shift
DEADLINE	August 25, 2023
APPLY TO	Butler Tech Careers