

POSITION	Entrepreneurship Center Aide
LOCATION	Fairfield Township Campus, D Russel Lee Building
GENERAL DESCRIPTION	<p>In partnership with other adults, the Entrepreneurship Center Aide will oversee daily supervision of students within the Entrepreneurship Center, schedule and set up for visits, and assist in the design and facilitation of events held in the space.</p> <p>This position also:</p> <ul style="list-style-type: none">• manages the inventory and checkout processes of books, tech devices, and other equipment;• partners with the IT Department to support the student-based IT help desk;• works as a substitute for teacher/duty coverage on an as needed basis.
QUALIFICATIONS	<ul style="list-style-type: none">• High school diploma;• Current or willing and able to obtain an Ohio Department of Education Educational Aide permit;• Proven ability to develop positive working relationships with students, peers and administration;• Proven organizational skills and ability to work on multiple tasks with better than average attention to detail;• Computer expertise appropriate to the position;• Valid drivers' license, reliable transportation, and vehicle insurance;• History of good job attendance; and• Must pass criminal background check.
STARTING DATE	As Soon As Possible
SALARY	\$18.70 – 22.46/hour (\$27,676.00 – 33,240.80/year)
BENEFITS	Medical, dental, vision, and life insurance; tuition reimbursement; paid holidays
WORK YEAR	185 days per school year; 8 hours/day, Approximately 7:15am – 3:45pm
DEADLINE	Internal: Tuesday, October 3, 2023 External: Until Filled
APPLY TO	Butler Tech Careers