

| POSITION: Business & Industry Programs Coordinator

| LOCATION: LeSourdsville Campus

| GENERAL DESCRIPTION: The Business & Industry Programs Coordinator will rely on their organization and project management skills to support Business & Industry programs. Tasks include but are not limited to managing program records (attendance, grades, etc), creating training schedules, coordinating instructional materials and supplies, and supporting efforts to market and develop training programs to meet the needs of business and industry clients.

| QUALIFICATIONS:

- Associate degree relevant **OR** a minimum of five (5) years of project management or program coordination experience;
- Background in manufacturing or logistics preferred;
- Knowledge of or ability to learn safety, quality, maintenance, and manufacturing processes and related technology vocabulary and lingo;
- Strong skills as user of Outlook/Microsoft Office programs;
- Experience and/or ability to network with regional companies in pursuit of identifying, qualifying, and developing training programs;
- Flexible schedule to support client and program needs;
- Ability to manage multiple tasks effectively and meet established deadlines;
- Willingness and demonstrated ability to work with students, teachers, and administrators as a team member;
- Effective and demonstrated detail orientation, problem solving, critical thinking, analytical, oral and written communication, presentation, and organizational skills;
- Valid driver's license, reliable transportation, and vehicle insurance;
- History of strong work record, including good job attendance; and
- Documented evidence of acceptable criminal record as required by Ohio law and Board policy.

| 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.