

POSITION	Adult Education Secretary
LOCATION	Temporarily housed at Lesourdsville Campus; Will relocate to newly constructed space at West Chester Campus in January 2026
GENERAL DESCRIPTION	<p>Butler Tech’s Adult Education healthcare programming is expanding to our West Chester Campus!</p> <p>This position will provide customer service to students – prospective, current, and alumni. S/He will also contribute to the efficient operation of the office by performing clerical and secretarial functions, namely in support of Healthcare programming.</p> <p>Anticipated hours for this position are:</p> <ul style="list-style-type: none"><li>• Monday, Wednesday, Thursday, &amp; Friday: 8:00a – 4:30p</li><li>• Tuesday: 10:00a – 6:30p</li></ul> <p>The candidate hired for this role will train with the current secretary who supports healthcare programming at our Lesourdsville Campus before relocating to work independently at the West Chester Campus.</p>

### | QUALIFICATIONS

- 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; demonstrated ability to multi-task;
- Valid drivers’ 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.

START DATE	July 2025
SALARY	Based upon experience and education (Range: \$41,663 – 54,362)
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
DEADLINE	Internal: April 8, 2025; External: Until Filled
APPLY TO	<a href="#">Butler Tech Careers</a>