

| POSITION Hybrid Guidance Counselor/Office Manager

| LOCATION Advanced Manufacturing Center

## | GENERAL DESCRIPTION

The Hybrid Guidance Counselor/ Office Manager serves as a critical role, supporting the academic, operational, and cultural success of the Advanced Manufacturing Center, an offsite extension of the main campus located at Miami University–Hamilton. This position integrates school counseling, high-level administrative support, and building operations coordination within a specialized, career-focused learning environment serving approximately 150 students.

The role functions as the primary point of contact for students, families, staff, industry partners, and university collaborators while ensuring efficient daily operations of the facility. The Hybrid Guidance Counselor/ Office Manager plays a key role in cultivating a welcoming, organized, and professional school environment that supports student achievement, workforce readiness, and strong community partnerships.

## | QUALIFICATIONS

- Valid School Counselor licensure issued by the Ohio State Board of Education;
- Master’s degree in counseling, administration, business, education, or a closely related field;
- Minimum of 3+ years of successful professional experience in counseling, administration, office management, or a related role preferably in an educational setting;
- Previous supervisory or management experience preferred;
- Proven success in analytical problem-solving and decision-making with a service-oriented approach;
- Strong oral and written communication skills, with the ability to engage effectively with students, staff, families, and external partners;
- High level of organizational skills and the ability to remain composed and effective while navigating the shifting needs of a lively school community;
- Familiarity with full-cycle budgeting (planning, forecasting, and reporting), financial management, vendor management, and related software or willingness to learn;
- Experience and expertise in end-to-end event coordination and on-site supervision;
- Proficiency in Microsoft Office, Google Workspace, and Student Information Systems (SIS), with the agility to master new platforms quickly;
- Proven ability to work alongside students, staff, and industry partners—ideally within Career and Technical Education (CTE)—with a high degree of discretion and professionalism;
- History of a strong work record, including reliable attendance;
- Acceptable criminal record as required by Ohio law and Board Policy.

| STARTING DATE July 2026

SALARY	Based upon experience and education (\$52,819 – 110,180)
BENEFITS	Includes medical, dental, vision, and life insurance; tuition reimbursement
WORK YEAR	185 days + 20 extended days; 7.5 hours/day
DEADLINE	Internal: February 23, 2026; External: Until Filled
APPLY TO	<a href="#">Butler Tech Careers</a>

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