

POSITION	Business Manager of Student Enterprises
GENERAL DESCRIPTION	<p>The Business Manager of Student Enterprises supports the planning, coordination, and financial management of student-run businesses housed within the Advanced Manufacturing Center, where students operate as employees and entrepreneurs to deliver customized products and services to community and industry partners. This position ensures that all enterprise activities—including budgeting, procurement, pricing, and revenue tracking—are conducted in alignment with district policies and Ohio Auditor of State compliance requirements. Serving as a key liaison among students, instructors, administrators, and the Finance department, the Business Manager of Student Enterprises establishes and maintains efficient systems and procedures that support real-world business operations while enhancing student learning. This role plays a critical part in fostering a culture of innovation, accountability, and professionalism, and will support the expansion of student enterprise initiatives across the district over time. In addition, this role provides general clerical support to the building, contributing to overall operational efficiency.</p>
QUALIFICATIONS	<ul style="list-style-type: none">• High school diploma or equivalent required; associate’s degree or higher in administration, business, finance, or a related field preferred.• 3+ years in an administrative or office management role, preferably in an educational setting; Previous supervisory or management experience preferred.• Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;• Proficiency in office, financial, and design software (e.g., Microsoft Office Suite, Google Workspace, budgeting software);• Knowledge of student information systems is a plus;• In-depth understanding of budgeting and financial management, including campus-wide budget planning, predictive budgeting, and financial reporting;• Strong event planning and coordination skills, including vendor management and event supervision;• Ability to learn and adapt to multiple systems and software as required;• Strong customer service orientation with a professional demeanor;• Ability to handle confidential information with discretion;• History of strong work record, including good job attendance;• Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.
STARTING DATE	July 2026
LOCATION	Advanced Manufacturing Center
SALARY	Starting at \$64,872 with placement based on experience
BENEFITS	Includes medical, dental, vision, and life insurance; tuition reimbursement; Paid holidays and vacation leave
WORK YEAR	260 days - 8 hours/day
DEADLINE	Internal: April 24, 2026; External: Until Filled
APPLY TO	Butler Tech Careers