

| POSITION Office Manager Fairfield Township Campus

| LOCATION Fairfield Township Campus

| GENERAL DESCRIPTION

The Office Manager provides administrative support to the administration and staff at a campus with over 1,000 students and over 100 staff members; the position manages daily office operations, and serves as a point of contact for students, parents, and visitors. This role is essential in creating a welcoming and efficient school environment, overseeing office staff, coordinating school events, managing student records, and taking a lead role in budgeting and financial reporting for campus operations. Additionally, the position involves event planning and coordination of food management for meetings.

Hours for the position are Monday - Friday 7:15 am - 3:45 pm.

| QUALIFICATIONS

- 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.

| START DATE July 2026

| SALARY Starting at \$64,872 – 74,443 based on experience

| 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: May 6, 2026; External: Until Filled

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