

POSITION	Adult Education Secretary
LOCATION	West Chester Campus
GENERAL DESCRIPTION	<p>Butler Tech’s Adult Education healthcare programming has expanded 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">• Monday, Tuesday, Wednesday, & Friday: 8:00a – 4:30p• Thursday: 10:00a – 6:30p
QUALIFICATIONS	<ul style="list-style-type: none">• 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	August 2026
SALARY	Based upon experience and education (Range: \$45,049 – 58,554)
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: June 22, 2026; External: Until Filled
APPLY TO	Butler Tech Careers