

- | **POSITION:** Program Support Specialist – Class D Licensure
- | **LOCATION:** Liberty Campus
- | **GENERAL DESCRIPTION:** The Program Support Specialist is a part time position that serves as the first point of contact for students, parents, instructors, and community members. This position provides exceptional customer service, manages communications, and supports daily office operations. The Program Support Specialist plays a vital role in ensuring efficient program operations through organization, attention to detail, and the ability to learn and utilize multiple software systems.

Anticipated hours for this position are Monday – Friday 10am – 2pm.

- | **QUALIFICATIONS:**
- Minimum of high school diploma required;
 - Secretarial experience (at least three years preferred);
 - Experience working in a school or educational environment preferred;
 - 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;
 - Valid driver's license;
 - History of strong work record, including good job attendance; and
 - Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.

- | **STARTING DATE:** As Soon as Feasible
- | **SALARY:** \$22.00 – 24.00 per hour based on qualifications
- | **APPLY TO:** Send resume to Director of Liberty Township Campus, Joel Seibert at seibertj@butlertech.org.

Only qualified candidates whose employment interests align with the position will be contacted.