



POSITION VACANCY

DATE POSTED:	June 20, 2019
POSITION:	Adult Education Student Services Coordinator
REPORTS TO:	Director – Adult Education
STARTING DATE:	As soon as possible
SALARY RANGE:	Commensurate with experience
WORK YEAR:	Full-Time Exempt
QUALIFICATIONS:	Bachelor's degree preferred. Ability to multi-task and maintain several projects and assignments at one time with a positive attitude. Ability to communicate productively with staff, students, and representatives of business and industry. Strong technology skills. Pass a criminal background check.
RESPONSIBILITIES:	Counsel students on the current job industry and the skills needed to obtain those positions. Plan and schedule yearly high school visits and coordinate participation at other community events to promote Adult Education. Work closely with instructors and staff to generate transcripts and completion, placement, and licensure data. Collaborate with Adult Education staff to ensure compliance with accreditation requirements. Maintain business relationships to facilitate job and internship placement of Adult Education students and to develop and create customized training awareness and participation.
APPLICATION DEADLINE:	July 5, 2019
APPLY TO:	Dr. Richard A. Hall, Superintendent

**MID-EAST CAREER AND TECHNOLOGY CENTERS
ADMINISTRATIVE CENTER
400 RICHARDS ROAD
ZANESVILLE, OH 43701
740-454-0105
740-454-0731 FAX**

The Mid-East Career and Technology Centers Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information, in its programs, activities or employment.