



EASTLAND-FAIRFIELD

CAREER & TECHNICAL SCHOOLS

4300 Amalgamated Place
Groveport, OH 43125

Shelley Groves
Superintendent/CEO

POSITION VACANCY PLEASE POST

- POSITION:** Part-time Secretary – Adult Workforce Development
- REPORTS TO:** Adult Workforce Development Director
- APPLICATION DEADLINE:** Open until position is filled
- STARTING DATE:** ASAP
- QUALIFICATIONS:** Successful candidate must be a high school graduate or possess a GED/HSE Certification; Proficient in Google applications and Microsoft Office Suite; Have strong verbal and written communication skills; Be able to work independently and as part of a team; Prioritize multiple demands to meet deadlines; Have a professional attitude and the ability to maintain positive interpersonal relationships; Experience with social media platforms preferred; Experience with student management systems preferred; Successfully pass a BCI/FBI background check and secure a valid educational permit.
- RESPONSIBILITIES:** Provide general secretarial duties for the Adult Workforce Development office. Duties will fluctuate daily based on seasonal priorities and may include but not be limited to: assist with student recruitment process including digital student inquiry database and ongoing communication via texts, emails, and phone calls with individuals throughout the inquiry to registration process. Assist prospective students by providing information regarding program availability, requirements, and other requested information; Assist in the completion of registration; Assist with electronic and hard copy student records; Assist with marketing/recruitment efforts including attending marketing events; Assist with the collection of social media content and general content for marketing purposes; Assist with minor website updates; Assist with open house and career/job fairs; Maintain proficiency through professional development; Collect and maintain documentation for accreditation; Other duties as assigned.
- SALARY:** Placement on the Part-Time, As Needed Hourly Schedule
- TYPE OF EMPLOYMENT:** Part-Time, as needed: Hourly
Days and times may vary. Preferred schedule: M-F 9am-3pm
- LOCATION:** Adult Workforce Development Center
4300 Amalgamated Pl
Groveport, OH 43125
- APPLY:** Please submit a resume and letter of interest online at <https://www.eastland-fairfield.com/page/job-openings>

Contact Todd Hoffman for more information (614-836-4541 ext. 1560)

....AN EQUAL OPPORTUNITY EMPLOYER...

**EFCTS utilizes Google applications and Multi-Factor Authentication (MFA).
The MFA is via data or SMS capabilities of the employee's personal cell phone.**