



Job opening: Adult Education Enrollment Student Services Technician/Specialist

Date posted: Aug. 31

At the present time, the following casual part-time position is open:

Enrollment Student Services Technician/Specialist

Programming: Adult Education
Location: Chillicothe Campus
Effective Date: Immediately
Letter of Interest Due: Noon Friday, Sept. 7
Contact: Avonia Dearth, coordinator,
Health Technologies Programming
avonia.dearth@pickawayross.com

This position will be responsible for providing student services to Adult Education students and for programs. Computer, e-mail, Microsoft Word and Excel skills are required. MS Publisher skills are preferable. Excellent organization and communication skills are critical.