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## MEMORANDUM

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DATE: September 2, 2021

TO: All Staff

FROM: Jonathan Davis, Superintendent

SUBJECT: **NOTICE OF POSITION OPENING**

At the present time, the following *part-time Adult Education position* is available:

**Health Programming Specialist – Adult Education**

Programming: Adult Education

Classification: Part-time

Location: PR Chillicothe Campus, 1410 Industrial Drive

Minimum Qualifications: High school diploma with a background in the healthcare industry. Nursing background is preferred. Minimum of two (2) years office experience with the skills to use Microsoft and Google suite programs accurately and efficiently.

Effective Date: Immediately

Resume Due: Noon, Tuesday, September 21, 2021

Contact: Avonia Dearth, CMA (AAMA), RN, BSN  
Adult Education Coordinator of Health Technologies  
please email [avonia.dearth@pickawayross.com](mailto:avonia.dearth@pickawayross.com)

The Health Programming Specialist will assist the Nursing Coordinator by providing all clerical and specialist services. The Health Programming Specialist must exercise initiative and independent judgment in completing processes and procedures of a routine nature. With extensive contact with adult students, potential employers, staff, clinical sites and the general public, a tactful and diplomatic personality is necessary in providing clear explanations of school policy and program requirements.

The identified supervisor will be able to answer questions pertaining to requirements and/or desired qualifications.

Should you have an interest in this position, please provide me with written notice, no later than the date indicated above.

Thank you.