Position Vacancy
Adult Coordinator
Idabel Campus

Primary Function:
This position is responsible for the active promotion, coordination and scheduling of adult training programs. The successful applicant must visit and work directly with local, area and state entities to determine and meet specific training needs in McCurtain and Choctaw Counties.

Minimum Qualifications:
Applicants must possess a minimum of three (3) years experience in vocational education administration/instruction, technical management and/or managing a business or industry and/or a combination of these experiences. Applicants must have excellent communication skills, both written and oral and be knowledgeable of local and area business and industry. A Bachelors degree, Business & Industry Service Certification through the Oklahoma Department of Career and Technology Education and Career Readiness Certification is preferred. Work schedule will be 1:00 PM – 10:00 PM Monday – Thursday, Friday 8:00 AM – 5:00 PM with some weekends. Travel and flexible work schedule is required.

Deadline for Applying: April 17, 2015
Interviews by invitation only. Demonstration of skills (oral, written & presentation) will be required.

Starting Date: July 1, 2015

Salary: Based on KTC Salary Schedule.

A complete application, transcripts, educational certifications and resume’ including complete employment experience, verifiable references and other appropriate information must be sent to:

Jay R. Warren
Kiamichi Technology Centers
P.O. Box 548  Wilburton, OK. 74578

Applications may be obtained at your nearest KTC campus, in the Human Resources section at www.ktc.edu or by contacting jwarren@ktc.edu (888) 567-6807.

Kiamichi Technology Center does not discriminate on the basis of race, color, religion, sex, national origin, age, genetic information, disability, veteran status, or marital status with respect to its programs or any aspect of its operations. Inquiries concerning application of KTC’s non-discrimination policies may be referred to: Jay R. Warren, Compliance Coordinator, PO Box 548, Wilburton, OK 74578. (888) 567-6807 or (918) 465-2323.