



Central Nine Career Center

Adult Education

1999 US Hwy 31 South

Greenwood, IN 46143

317.888.4401 x 222

Serving Adult Education

Students both English

Language Learners and

English Speaking adults

from Johnson County,

Southern Marion County and

Southern Morgan County

www.centralnineadulthood.org

Central Nine Career Center Adult Education's mission is to empower adults through excellence in education, career pathways, and life skills to achieve employment success in a diverse society.

Adult Education Full Time Office Coordinator

POSITION OPENING : Full Time with Benefit Package

THE OPPORTUNITY

- Work at a great school corporation with Adult Education staff members who are passionate about making a difference in our students lives.
- Make a difference in the lives of students every day

THE POSITION

Assisting the Adult Education Director and Adult Education staff members

- ⇒ Follow all rules, policies, and guidelines of Central Nine Career Center Adult Education as well as state and federal regulations pertaining to Adult Education issues
- ⇒ Maintain confidentiality and privacy regulations
- ⇒ Perform basic C9 Adult Education Office duties
- ⇒ Provide Office support to C9 Adult Education staff members
- ⇒ Daily C9 Adult Education Office activities, phone calls, walk in clients, invoicing, scheduling,

YOUR REWARD

Central Nine believes in fully supporting our employees as people and professionals. As our Adult Education Office Coordinator for this program you'll receive:

- A supportive team of mentors and colleagues
- Independence to develop your path to success
- Challenges that engage your mind and build you as a professional
- Respect for your priorities on your family and personal life

QUALIFICATIONS

- **High School Diploma or High School Equivalency**
- Ability to develop rapport and demonstrate professionalism with Adult Education students, parents, staff and the community
- Flexibility and the ability to address situations as they arise
- Excellent verbal/written communication skills
- Customer service experience preferred
- Demonstrate organizational skills, attention to detail, and ability to self-direct
- Pass a criminal history background check

Please submit an application and letter of interest detailing your qualifications for the position to:

Michelle Davis, Director of Adult Education
mdavis@central9.k12.in.us

<http://centralnineadulthood.org/wp-content/uploads/2016/03/Application-for-Employment.pdf>