

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY
2740 YORK ROAD
JAMISON, PA 18966
215-343-2480
www.mbit.org

ANNOUNCEMENT OF VACANCY

POSITION: **Adult Education Coordinator – Marketing (Part-Time)**

POSITION

REQUIREMENTS:

B.S. degree in Education, Business, Marketing or related discipline required; Experience in teaching, training and development, adult education, and/or career and technical education program development; Professional experience in public relations preferably in an educational setting; Effective oral and written communication skills and professionalism required; Computer skills in word processing, database operating systems and web design and maintenance preferred.

PERFORMANCE

RESPONSIBILITIES:

Coordinate and support the day-time and evening adult career and technical programs; provide industry training services to business and industry; operate a profitable adult and industry program.

Coordinate written facets of communication including marketing, promoting and public relations for the school. Coordinate and/or support special events, programs and initiatives.

TERM OF

EMPLOYMENT:

Part-Time, 25 hours per week, starting December 2018.

COMPENSATION

PLAN:

\$28 per hour

DEADLINE

FOR APPLICATIONS:

Until the position is filled

FORWARD

CREDENTIALS TO:

Human Resources Department
Middle Bucks Institute of Technology
2740 Old York Road
Jamison, PA 18929
HR@mbit.org

EOE