



**Kiamichi Technology Centers**  
Position Vacancy

**Adult Coordinator**  
**McAlester Campus**

**Primary Function:**

This position is responsible for the active promotion, coordination and scheduling of Post-Secondary Adult Career Education (PACE) training programs. The successful applicant must visit and work directly with local, area and state entities to determine and meet specific training needs in Pittsburg, McIntosh and Latimer 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 Bachelor's degree is required. Work schedule will primarily be afternoons/evenings. Travel and flexible work schedule is required.

**Deadline for Applying:**

January 18, 2019 Interviews by invitation only. Demonstration of skills (oral, written & presentation) will be required.

**Starting Date:**

To be determined.

**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](http://www.ktc.edu) or by contacting [jwarren@ktc.edu](mailto:jwarren@ktc.edu)

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