Educational Enhancement Coordinator

Applications are being accepted for an Educational Enhancement Coordinator. The position will remain open until filled.

Requirements: Must possess a Bachelor’s Degree from accredited 4-year College/University. Oklahoma Teaching Certificate preferred, but not required. 2 years experience in related area, computer background, and strong math skills preferred.

Duties: Monitor the Educational Enhancement Center. Engage with students/clients through instruction and creative educational methods to ensure successful training and job readiness. Create a classroom that encourages continued educational goals. Instruct and assist students/clients to ensure completion. Develop individualized and group study plans and tutor in specific subject matter. Provide GED preparation. Conduct workshops that provide educational enhancement using web-based tools, television programming, and other creative methods. Perform other duties as assigned by the supervisors.

Contract of 12 months each year: salary commensurate with experience and qualifications; fully paid health insurance and retirement benefits.

Send resume/application to SWTC, attention: Rodger Kerr, COO/Campus Director or Leslie Brown, POWER Program Director

SWTC is an equal opportunity employer.