



Knox Technical Center  
Adult Education at Knox County Career Center  
308 Martinsburg Road  
Mount Vernon, Ohio 43050



Knox County Career Center Schools is a public school district located in Mount Vernon, Ohio, that serves preschool students, over 600 high school students in 19 career technical programs at Knox County Career Center, and adult students in 13 career technical programs through Knox Technical Center. Our educational environment is committed to preparing students for success.

**Knox Technical Center is looking for a:**

**Position Title:** **Marketing Coordinator (Temporary Part-Time)** for Knox Technical Center  
**Reports To:** KTC Director  
**Starting Date:** Immediately **Application Deadline:** Until Filled  
**Compensation:** Commensurate with education and experience

**Acceptable Education, Training and Experience:**

- Bachelor's degree in education, business, marketing, or related subject preferred
- Minimum of three (3) years' experience in marketing and recruiting students
- Computer skills in Microsoft Office and design software
- Experience with social media, website management, Google analytics, SEO skills preferred
- Other combinations of experience and education that meet the minimum requirements may be substituted
- Satisfactory FBI/BCI background check, drug test, and reference check

**Description:** Temporary part-time marketing coordinator managing KTC recruitment and all areas of KTC marketing.

**Essential Functions include:**

- Coordinates KTC marketing projects with responsibilities that include public relations, special events management, advertising, and creating brand awareness
- Organizes the preparation and/or designs proposals, presentations, and marketing resource materials such as brochures, data, slideshows, videos, photographs, and reports
- Prepares status reports on marketing efforts and enrollment data
- Facilitates recruitment within area high schools and community
- Familiar with standard concepts, practices, and procedures within postsecondary education
- Goal oriented, team player, performs a variety of tasks, creative, applicable computer skills, social media skills, and ability to work independently with general supervision

**Please Apply To:** Send Resume and Application (see link below) to:  
Kim Williams, Director  
c/o: Karrin Sherer  
Knox Technical Center; 308 Martinsburg Road, Mount Vernon, OH 43050  
Email: [ksherer@knoxcc.org](mailto:ksherer@knoxcc.org) FAX: (740) 397-1659

Application:

[https://www.knoxtechnicalcenter.com/uploads/6/0/2/8/60282273/application\\_for\\_employment\\_kccc-ktc.1\\_fillable\\_1.pdf](https://www.knoxtechnicalcenter.com/uploads/6/0/2/8/60282273/application_for_employment_kccc-ktc.1_fillable_1.pdf)

*The Knox County Career Center Schools are committed to the equal opportunity for all personnel regardless of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, military status, disability, or sexual orientation*