

# DAYMAR COLLEGE JOB OPENINGS

As of June 1, 2011

Interested candidates should submit a recent resume and salary request to Naomi Sutton, Human Resources - Recruiting Specialist. If you have any questions regarding the process, please call Naomi Sutton at (Phone: 270-926-1188, extension 233 / Fax: 270-686-8829) or email to [nsutton@daymarcollege.edu](mailto:nsutton@daymarcollege.edu). All inquiries for the openings listed below should be made directly to the Human Resources Department. [Please do not contact the hiring department or hiring campus.](#)

**Openings in Admissions and for Instructors** occur on a regular basis in every campus. As a result, job openings for positions in these areas may not be routinely posted. Should you have interest in these positions, please speak with Human Resources.

Position: **Admissions Representative**

Location: **Chillicothe, OH; Louisville South, KY**

Position Open: **6-01-11**

Position Closes: **Until Filled**

*Primary responsibility:* Admissions Representatives are responsible for recruiting and counseling potential new students, explaining the necessary skills required by employers to be competent in a multi-faceted workplace, and actively participating in campus and departmental functions related to sales and student retention training. Other responsibilities include direct involvement with selling the school's services for successful enrollment of students and generating and maintaining various reports.

*Required Skills, Education, and Experience:* Bachelor of Science in Business or related area, strong sales and/or marketing experience, excellent verbal and written communication, organizational, and time management skills. Excellent computer skills and detail orientation.

Position: **Allied Health Instructor**

Location: **Paducah, KY**

Position Open: **06-01-11**

Position Closes: **Until Filled**

*Primary responsibilities:* Using a customer-friendly approach, the Instructor will work with staff, faculty and students to provide a warm, friendly, nurturing atmosphere, where students can learn the skills required, to obtain the job they need, to have the lives they want.

*Required Skills, Education, and Experience:* Certification required; Associates Degree or higher preferred; three or more years experience working in the field. Experience working with students is preferred.

# DAYMAR COLLEGE JOB OPENINGS

Position: **Business Instructor**

Location: **Bellevue, KY,**

Position Open: **06-01-11**

Position Closes: **Until Filled**

*Primary responsibilities:* Using a customer-friendly approach, the Instructor will work with staff, faculty and students to provide a warm, friendly, nurturing atmosphere, where students can learn the skills required, to obtain the job they need, to have the lives they want.

*Required Skills, Education, and Experience:* Certification required; Master's Degree or higher required; three or more years experience working in the field. Experience working with students is preferred.

Position: **Director of Education**

Location: **Bellevue, KY; Chillicothe, OH; Louisville, KY**

Position Open: **06-01-11**

Position Closes: **Until Filled**

*Primary responsibilities:* Coordinating the instructional programs that will assist the College in its quest to provide high-quality programs that will enable our students to acquire marketable job skills. The Director of Education will also possess the knowledge and interpersonal skills to work equally well with students, administration, regulatory agencies, and other institutions of higher learning while providing vision and leadership to the faculty.

*Required Skills, Education, and Experience:* Masters Degree in Education or a related field; three (3) years classroom experience at secondary or college level; with a minimum of two (2) years management experience.

Position: **Financial Services Officer**

Location(s): **Louisville Southside, KY**

Position Open: **06-01-11**

Position Closes: **Until Filled**

*Primary responsibilities:* The Financial Services Officer is responsible for providing financial counseling, planning to assist students in meeting college costs, and administering all aspects of the College's financial aid programs. This position also provides direction to other associates in the Financial Services Department and reports to the Associate Director of Financial Services/Director of Financial Services.

*Required Skills, Education, and Experience:* Associates Degree and/or Two years of related work experience; Excellent math skills; Excellent verbal and written communication skills; Strong interpersonal, organizational, computer, and attention to detail skills.

# DAYMAR COLLEGE

## JOB OPENINGS

Position: **Program Leader- Business Management / IT**

Location: **Bellevue, KY**

Position Open: **06-01-11**

Position Closes: **Until Filled**

Primary responsibilities: Using a customer-friendly approach, the Program Leader will provide vision and leadership to respective department and possess the knowledge and personal skills to work with students and faculty. Lead Instructors will also provide high-quality programs to ensure the College's quest of superior education for our students.

*Required Skills, Education, and Experience:* Bachelors Degree required; experience working with students in an academic setting; experience in program planning and implementation.

Position: **Director of Career Services and Community Relations**

Location: **Paducah, KY**

Position Open: 06-01-11

Position Closes: Until Filled

Primary Responsibility: Provides essential leadership and vision, administrative, career-employment related services and community relations, enhancing the development of contemporary programs and marketable employment skills for students according to the mission of the College.

*Required Skills, Education, and Experience:* Bachelors Degree in Business or a related field; experience working with students in academic setting; experience in program planning and implementation.

# DAYMAR COLLEGE

## JOB OPENINGS

Position: **Substitute Teachers in the following areas:**

Accounting, Anatomy and Physiology, Billing and Coding, Business, Computer Technology, Criminal Justice, Electrocardiography, English, Internet Web Design, Massage Therapy, Math, Medical Assisting, Medical Terminology, Meteorology, Paralegal, Phlebotomy, and more...

Location(s):

**Bellevue, KY; Bowling Green, KY; Chillicothe, OH; Clinton, KY; Jackson, OH; Lancaster, OH; Louisville, KY; Madisonville, KY; New Boston, OH; Owensboro, KY; Paducah, KY; Rockport, IN; Russellville, KY; Scottsville, KY**

*Primary responsibilities:* Works with staff, faculty and students to provide a warm, friendly, nurturing atmosphere, where students can learn the skills required, to obtain the job they need, to have the lives they want. Conducts classroom and lab activities according to program requirements to ensure that students acquire the personal, interaction and professional/vocational skills to be effective in the vocation they have chosen to pursue. Serves as a mentor, develops and maintains positive and professional relationships with students in order to monitor and resolve students' concerns. Stays current with career field, and maintains open communication with students in order to help foster professional growth and educational training for the students.

**\*\*Three or more years experience in the field; Masters Degree for General Education courses and Bachelors Degree can be accepted for other courses, and or appropriate certifications required.**