



**EMS/CON ED SPECIALIST
REGULAR FULL-TIME POSITION ANNOUNCEMENT**

Butler County Community College (BC3) is currently accepting applications for the position of EMS/Con Ed Specialist. This is a regular full-time position that will begin immediately. Day and evening hours required and may vary based on need.

BC3 is nestled in the rolling hills of Western Pennsylvania and only 45 minutes from the cultural life of Pittsburgh. BC3 is a vibrant comprehensive community college serving eight (8) counties with six (6) locations and nearly 4,000 credit students. Built on the former Oak Hills Golf Course and a farm, BC3 has a beautiful main campus on 329 wooded acres with a central Oak Grove. BC3 employs approximately 1,000 full- and part-time employees.

BC3 has 55 career and transfer programs. The College is going “all in” for its Shaffer School of Nursing and Allied Health. This includes the construction of a state-of-the-art Victor K. Phillips Nursing and Allied Health Building, program expansion, and the development of a Licensed Practical Nurse (LPN) Program. Private and public support has made this possible. BC3 offers unique programs such as Measurement Science/Metrology, Massage Therapy, Robotics, Electronics, Nanofabrication Technology, and Park and Recreation Management. BC3 offers over 100 courses in online and distance education. In addition to degree programs, BC3 has a public safety training facility at its main campus that serves 15,000 students annually for business training, industrial safety training, and public safety – fire, EMS, Hazmat, and police training.

The impact of BC3 as an economic engine bolsters the regional economy and continues to contribute substantially to the regional workforce. With a focus on student success, faculty, and staff describe BC3 as a special place with a caring and collegial atmosphere that is unusual in today’s higher education landscape. For the fifth time since 2015, BC3 was named the #1 community college in Pennsylvania by Schools.com and BestColleges.com. To learn more about BC3, please visit www.bc3.edu.

Reporting to the Coordinator of EMS and Police Training Programs, the EMS/Con Ed Specialist is responsible for processing and registering EMS continuing education and certification programs with the Pennsylvania Department of Health and communicating with Public Safety Services to schedule programs. The EMS/Con Ed Specialist will also assist with accreditation, Pennsylvania Department of Health communications, curriculum development, teaching required training programs within the department, and assisting with clinical site administration in the service areas. This position will also be responsible for equipment management for all EMS programs both on and off-site, maintenance of all equipment used for the educational programs by the EMS/Police Division. This position will also have general administrative responsibilities in accordance with the Lumens system for daily office operation. Associate Degree from an accredited institution or equivalent experience required. Bachelor’s Degree from an accredited institution preferred. Certified Emergency Medical Technician Level or higher required. Current EMT Instructor and BLS Instructor certifications preferred. Current EMS experience required. Pennsylvania’s EMS Registry system experience recommended. EMS teaching experience preferred. Must possess and maintain a valid driver’s license and required certifications. Some evening and weekend hours will be required. Additionally, travel will be required for this position.

Review of applications will begin immediately. Interested candidates should complete the [employment application](#), and submit along with a letter of application, current resume, [copy](#) of college/university transcript(s), and names, addresses, and telephone numbers of three professional references to HRJobs@bc3.edu. Incomplete application packets and/or any materials regarding this position that is received after the application deadline or closing of the search will not be considered. Any materials submitted will be the property of the College. A separate application must be completed for each position for which you are applying. Applicants [currently](#) employed by Butler County Community College must authorize in [writing](#) that all college/university transcript(s) on file in his/her personnel file located in the Human Resources Office may be copied and attached to his/her application packet by the application

deadline. Requests to copy transcripts received after the deadline will be denied. If you have any questions, please contact the Human Resources Office for more information.

Send to: Ms. Christina M. Fleeger
Executive Director of Human Resources/
Equal Opportunity Compliance Officer
Butler County Community College
107 College Drive
Butler, PA 16002
HRJobs@bc3.edu

Butler County Community College is an equal opportunity, affirmative action employer.