



SHIPPING AND RECEIVING SERVICES WITH MAINTENANCE SUPPORT OPTION POSITION ANNOUNCEMENT

Butler County Community College (BC3) is currently accepting applications for the position of Shipping and Receiving Services with Maintenance Support Option. This is a regular full-time position that will begin immediately. May include some overtime and weekend assignments.

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 1,250 full- and part-time employees. BC3 has 55 career and transfer programs, with unique programs such as Measurement Science/Metrology, Massage Therapy, Robotics, Electronics, Nanofabrication Technology, Park and Recreation Management, and Criminology. 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. BC3 was named the #1 community college in Pennsylvania by Schools.com for the second consecutive ranking. To learn more about BC3, please visit www.bc3.edu.

Reporting to the Executive Director of Operations, this position is responsible for coordinating and operating an efficient, functional and customer service oriented Shipping and Receiving Department. This individual should have a basic understanding and working knowledge of all areas of a progressive and forward thinking Shipping and Receiving Department and assist and lead in new efforts to improve the overall department operation. In addition, should have a basic knowledge of building trade and ground maintenance functions and housekeeping duties for all BC3 Campuses. A combination of experience and graduation from high school or equivalent is required. Three years of experience in a multi-facility Shipping and Receiving Department preferred. Must be able to demonstrate through performance and/or experience, required knowledge, skills and abilities. Must possess and maintain a valid PA driver's license. The supplemental pay for the Maintenance portion of the Shipping/Receiving position is in addition to the employee's base salary. This is only for the employee who is employed full time in this position. If the supplemental duties are no longer required, the supplemental pay will no longer exist.

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. 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
Interim Executive Director of Human Resources/
Equal Opportunity Compliance Officer

Butler County Community College
107 College Drive
Butler, PA 16002

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