

## Work-Based Learning Specialist – Manufacturing Technology

### Part-Time

### Kehoe Center, Shelby, Ohio

The part-time Work-Based Learning Specialist position will engage with manufacturing employers to coordinate earn-and-learn opportunities for students. The ideal candidate will combine strong relationship-building skills with industry knowledge and a passion for student success. The coordinator will work directly with students, faculty, and industry partners to ensure work-based learning experiences are accessible, effective, and aligned with both academic standards and workforce needs.

#### Essential Duties (not all inclusive):

- Maintain and expand partnerships with local and regional manufacturing employers through personal outreach and purposeful engagement.
- Connect students and recent graduates with internships, co-ops, and other work-based learning experiences that support skill development and career entry.
- Collaborate with faculty and employers to align work-based learning with program outcomes and industry demand, guided by the Ohio Manufacturing Competency Model.
- Collaborate with employers to coordinate and insure meaningful work-based learning experiences.
- Ensure all work-based learning experiences meet accreditation standards and program requirements.
- Track student participation in work-based learning and collaborate on continuous improvement based on employer and student feedback.
- Model professional standards, including, but not limited to collaboration, communication, dress, excellence and attendance.
- Attend and participate in program and college scheduled meetings/activities.
- Perform other related duties as assigned.

#### Education & Experience:

- Associate degree in technology, education, business, counseling, communications or related field required, bachelor's preferred.
- Experience with career services, student advising, employer engagement, or workforce development preferred.
- Strong communication, collaboration, and organizational skills.
- Ability to work effectively with students, employers, and faculty.

Review of Resumes to begin 8/4/25  
and until filled  
(Posted 7/21/25)

**Please express your interest in this position by submitting a letter of application and resume:**

[www.ncstatecollege.edu/jobs](http://www.ncstatecollege.edu/jobs)

**or send to:**

**North Central State College  
Attention: Human Resources  
2441 Kenwood Circle, Mansfield, OH 44906**

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