LAND LEASE RECORDS COORDINATOR

**JOB DESCRIPTION**

Land Lease Records Coordinators maintain all lease records of all well locations, contracts, lease expiration dates and other necessary operational records.

**EDUCATION REQUIREMENTS**

High School Diploma. Short Term Certificate Level Classes in Office Management. Associate Degree in Land Management may be preferred.

**EDUCATION & TRAINING OPPORTUNITIES**

**Belmont College**
68094 Hammond Road, St. Clairsville, Ohio 43950
740-695-9500
www.belmontcollege.edu

**Central Ohio Technical College**
1179 University Drive, Newark, Ohio 43055
740-366-9494
www.cotc.edu

**Cuyahoga Community College**
Metropolitan Campus:
2900 Community College Avenue, Cleveland, Ohio 44115
216-987-6000
www.tri-c.edu

**Kent State University at Trumbull**
4314 Mahoning Avenue, Warren, Ohio 44483
330-847-0571
www.kent.edu/trumbull

**Stark State College**
6200 Frank Avenue NW, North Canton, Ohio 44720
330-494-6170
www.starkstate.edu
Did you know that the natural gas and crude oil industry offers more than 75 different challenging and rewarding career opportunities? In fact, in 2011, there were approximately 14,000 people employed in the exploration and production segment of our industry, and today, that number has rapidly grown to nearly 200,000. As energy demands continue to increase, so does the need for qualified workers that will help drive production forward.

Ohio’s first wells were drilled just prior to the Civil War, and our state now ranks fourth in the nation in the number of natural gas and crude oil wells drilled – 275,000 – behind only Texas, Oklahoma, and Pennsylvania. Currently, Ohio has over 50,000 wells, and advancements in technology have made it possible for these natural resources to be produced safely and economically.

Thanks to the industry’s innovation, we continue to provide energy and petrochemical products to our local homes, schools, farms, churches, municipalities, and businesses across the state, region and country. As the Ohio’s energy supply adds to the national supply, our resources are helping us become less dependent from foreign supplies. By 2020, just the Utica and Marcellus Shales located in Ohio, Pennsylvania and West Virginia are projected to account for 35% of all U.S. natural gas production, making our region an industry leader.

In addition to energy supplies, products such as synthetic fabric, cosmetics, sporting equipment, toys, toothbrushes, inks, computers, paints and many lifesaving products such as medicines, artificial hearts and even prosthetics are all made from petroleum. With the average person using around 3 gallons of petrochemical related products each day, it is easy to see why the crude oil and natural gas industry is persistently in need of a well trained workforce.