OFFICE COORDINATOR

JOB DESCRIPTION

Office Coordinators perform a wide variety of administrative tasks such as managing information between departments, acting as a point of contact for visitors and providing organizational support in general. They can assist in sales, operations, administration, human resources, and may also manage company meetings and events as needed. They may also work with many other personnel such as Division Order Analysts to help them set-up and maintain Well Division Interest files, or with a Land Department to help maintain Lease Records.

(Also see Administrative/ Executive Assistant)

EDUCATION REQUIREMENTS

Minimum High School Diploma. Certificate or Associate Degree in Business Administration or Office Management.

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

Cincinnati State Technical and Community College  
3520 Central Parkway, Cincinnati, Ohio 45223  
513-569-1500  
www.cincinnatistate.edu

Columbus State Community College  
550 East Spring Street, Columbus, Ohio 43215  
614-287-5353  
www.cscc.edu

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<th><strong>EDUCATION &amp; TRAINING OPPORTUNITIES CONTINUED</strong></th>
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| **Cuyahoga Community College**  
Metropolitan Campus:  
2900 Community College Avenue, Cleveland, Ohio 44115  
216-987-6000  
www.tri-c.edu |
| **Eastern Gateway Community College**  
4000 Sunset Boulevard, Steubenville, Ohio 43952  
740-264-5591  
www.egcc.edu |
| **Hocking College**  
3301 Hocking Parkway, Nelsonville, Ohio 45764  
740-753-3591  
www.hocking.edu |
| **Kent State University at Trumbull**  
4314 Mahoning Avenue, Warren, Ohio 44483  
330-847-0571  
www.kent.edu/trumbull |
| **Kent State University at Tuscarawas**  
330 University Drive NE, New Philadelphia, Ohio 44663  
330-339-3391  
www.kent.edu/tuscc |
| **Knox County Career Center**  
308 Martinsburg Road, Mount Vernon, Ohio 43050  
740-393-2933  
www.knoxtechnicalcenter.com |
| **Lorain County Community College**  
1005 N. Abbe Road, Elyria, Ohio 44035  
440-365-5222  
www.lorainccc.edu |
| **Mount Vernon Nazarene University**  
800 Martinsburg Road, Mount Vernon, Ohio 43050  
740-392-6868  
www.mvnu.edu |
| **North Central State College**  
2441 Kenwood Circle, Mansfield, Ohio 44906  
419-755-4800 | 888-755-4899  
www.ncstatecollege.edu |
| **Ohio University**  
1 University Terrace, Athens, Ohio 45701  
740-593-1000  
www.ohio.edu |
| **Penn State**  
201 Old Main, University Park, Pennsylvania 16802  
814-865-4700  
www.psu.edu |
| **Pierpont Community and Technical College**  
1201 Locust Avenue, Fairmont, WV 26554  
304-367-4907  
www.pierpont.edu |
| **Rhodes State College**  
4240 Campus Drive, Lima, Ohio 45804  
419-995-8320  
www.rhodesstate.edu |
| **Sinclair Community College**  
444 West Third Street, Dayton, Ohio 45402  
800-315-3000  
www.sinclair.edu |
| **Stark State College**  
6200 Frank Avenue NW, North Canton, Ohio 44720  
330-494-6170  
www.starkstate.edu |
| **University of Northwestern Ohio**  
1441 North Cable Road, Lima, Ohio 45805  
419-998-3120  
www.unoh.edu |
| **University of Rio Grande**  
218 North College Avenue, Rio Grande, Ohio 45674  
740-245-7208  
www.rio.edu |
| **Washington State Community College**  
710 Colegate Drive, Marietta, Ohio 45750  
740-374-8716  
www.wsc.edu |
| **Wayne County Schools Career Center**  
518 West Prospect Street, Smithville, Ohio 44677  
330-669-7000  
www.wayne-jvs.k12.oh.us |
| **West Virginia Northern Community College**  
1704 Market Street, Wheeling, WV 26003  
304-233-5900  
www.wvncc.edu |
**HIGH SCHOOL STUDENT PROGRAMS**

**Delaware Area Career Center**  
North Campus  
1610 State Route 521, Delaware, Ohio 43015  
740-363-1993  
www.delawareareacc.org

**Mahoning County Career and Technical Center**  
7300 North Palmyra Road, Canfield, Ohio 44406  
330-729-4100  
www.mahoningctc.com

**Mid-East Career and Technology Centers**  
Zanesville Campus:  
400 Richards Road, Zanesville, Ohio 43701  
740-454-0105  
www.mid-east.k12.oh.us

**Pickaway-Ross County Career and Technology Center**  
895 Crouse Chapel Road, Chillicothe, Ohio 45601  
740-642-1200  
www.pickawayross.com

**Polaris Career Center**  
7285 Old Oak Blvd, Middleburg Heights, Ohio 44130  
440-891-7600 | 800-637-6508  
www.polaris.edu

**Tolles Career and Technical Center**  
7877 U.S. Highway 42 South, Plain City, Ohio 43064  
614-873-4666 ext. 4208  
www.tollstech.com

**Wayne County Schools Career Center**  
518 West Prospect Street, Smithville, Ohio 44677  
330-669-7000  
www.wayne-jvs.k12.oh.us
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.

FOR MORE INFO

OHIO OIL & GAS EDUCATION PROGRAM

P.O. Box 187, Granville, OH 43023
740-587-0410 | www.oogeep.org

Don’t forget to check out our career videos at youtube.com/OOGEEP1