



## Higher Education Center Manager

The Crossroads Institute is seeking qualified candidates for the position of Higher Education Center Manager. The manager will monitor and operate the Higher Education Center, including opening and closing the facility.

Qualified applicants:

- Should be Technologically Proficient
  - Familiar with how to set up basic hardware and software
  - The ability to use both Windows and Mac/Apple platforms.
  - The ability to quickly learn new software programs.
  - Web design skills and experience, as this person will manage/maintain the Crossroads Institute website.
- Must be capable of event planning, multitasking, and working well with the public.
- Should be Motivated/Responsible/Dependable/Independent/Self-Starter.
- Should possess excellent customer service and problem resolution skills.
- Should have experience in marketing, both in person and online.

All applicants must have a bachelor's degree and work experience of 3 years in administrative support, technology support, or other responsibilities associated with the use of instructional technology.

Applicants must submit a completed application, which is available on the Carroll County, Grayson County and the City of Galax websites, a resume and a letter of interest to: Brenda Sutherland, The Crossroads Institute, 1117 East Stuart Drive, Galax, VA 24333.

Applications open until December 10, or until filled.

*The Crossroads Institute is an Equal Opportunity Employer*