Ohio Oil & Gas Energy Education Program



CAREERS IN OHIO SERIES:

OFFICE SERVICES COORDINATOR

Job Description:

Supervises various office functions including mail service, cellular phone service, furniture, space design, pool vehicles, etc.

Typical Education:

Associate's Degree

Education & Training Facilities:

Belmont College

120 Fox Shannon Place, Saint 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

Kent State University

800 E Summit Street, Kent, Ohio 44242 330-672-3000 www.kent.edu

Pierpont Community and Technical College

1201 Locust Avenue, Fairmont, WV 26554 304-367-4892 www.pierpont.edu

Stark State College

6200 Frank Avenue NW, North Canton, Ohio 44720 330-494-6170 | 800-79-STARK www.starkstate.edu

Washington State Community College

710 Colegate Drive, Marietta, Ohio 45750 740-374-8716 www.wscc.edu

West Virginia Northern Community College

1704 Market Street, Wheeling, WV 26003 304-233-5900 www.wvncc.edu





FACTS

ABOUT OHIO'S OIL & GAS INDUSTRY

Working in Ohio's natural gas and crude oil industry can offer a challenging and rewarding career. Individuals that choose this career path, whether in an office or field environment, are accustomed to working long hours and operating under adverse weather conditions.

Ohio's first wells were drilled just prior to the Civil War using hollowed out tree trunks as our first casing and natural gas pipelines. Today, we continue to provide energy and products to farms, homes, schools, churches, municipalities and businesses across the state. Ohio ranks fourth in the nation in the number of natural gas and crude oil wells



drilled -275,000—behind only Texas, Oklahoma and Pennsylvania. Today, there are over 65,000 active wells across the state producing out of 30 different geological formations.

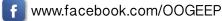
Advancements in technology make it possible for natural gas and crude oil producers to safely and economically drill in rural and pre-developed areas. Ohio's supply of natural energy resources is indeed significant. As the state's supply adds to the national supply, our resources are helping us to be more independent from foreign energy supplies.

FOR MORE INFO

ABOUT OHIO'S CRUDE OIL & NATURAL GAS INDUSTRY



P.O. Box 187 1718 Columbus Road SW Granville, OH 43023 740-587-0410





www.youtube.com/OOGEEP1



www.oogeep.org

