

# 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](http://www.belmontcollege.edu)

##### Central Ohio Technical College

1179 University Drive, Newark, Ohio 43055  
740-366-9494  
[www.cotc.edu](http://www.cotc.edu)

##### Kent State University

800 E Summit Street, Kent, Ohio 44242  
330-672-3000  
[www.kent.edu](http://www.kent.edu)

##### Pierpont Community and Technical College

1201 Locust Avenue, Fairmont, WV 26554  
304-367-4892  
[www.pierpont.edu](http://www.pierpont.edu)

##### Stark State College

6200 Frank Avenue NW, North Canton, Ohio 44720  
330-494-6170 | 800-79-STARK  
[www.starkstate.edu](http://www.starkstate.edu)

##### Washington State Community College

710 Colegate Drive, Marietta, Ohio 45750  
740-374-8716  
[www.wsccl.edu](http://www.wsccl.edu)

##### West Virginia Northern Community College

1704 Market Street, Wheeling, WV 26003  
304-233-5900  
[www.wvncc.edu](http://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

OHIO OIL & GAS ENERGY EDUCATION PROGRAM



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

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 [www.oogEEP.org](http://www.oogEEP.org)

