

Ohio Oil & Gas Energy Education Program



CAREERS IN OHIO SERIES: RECORDS COORDINATOR

Job Description:

Assists with maintenance of lease records in a central file room.

Typical Education:

High School Diploma/GED

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

Cuyahoga Community College

2900 Community College Ave, Cleveland, Ohio 44115
800-954-8742
www.tri-c.edu

Eastern Gateway Community College

4000 Sunset Blvd, Steubenville, Ohio 43952
740-264-5591
www.egcc.edu

Lorain County Community College

1005 N Abbe Road, Elyria, Ohio 44035
800-995-5222
www.lorainccc.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.wsccl.edu

West Virginia Northern Community College

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

Zane State College

1555 Newark Road, Zanesville, Ohio 43701
800-686-8324 | 740-454-2501
www.zanestate.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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