



JOB ANNOUNCEMENT

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE,
a public, state supported comprehensive institution, serving the six county district
(Grant, Hampshire, Hardy, Mineral, Pendleton, and Tucker) in the Potomac Highlands.

EVENING ADMINISTRATIVE ASSISTANT

Position: Part-time 20 hours week (1,000 hours); 4:00pm-9:30pm; pay grade 10, classified employee, non-exempt status

Location: Main Campus Moorefield

This position performs a variety of administrative duties following established departmental policies, procedures, and methods in support of various departments throughout the college as needed.

Responsibilities:

Greet visitors; provide general information to visitors and students. Direct visitors and students to appropriate staff for assistance. Answer telephone calls, provide general information to callers and direct them to the appropriate staff for assistance. Lock Eastern's main campus. Maintain a supervisory role with students. Have knowledge and understanding of Blackboard/WebCT. Proctor examinations as necessary. Facilitate communications between Eastern headquarters, Discovery Centers, faculty, and students. Refer students to tutoring. Respond to requests for information. Evening hours help desk functions. Provide technology support to students and faculty before class startup and during classes as requested. Set up projectors, laptops, troubleshoot and resolve problems with computers and video distance learning equipment. Make video connections when needed. Use web interface to make connections on remote distance learning equipment. When needed train faculty on the use of video distance learning equipment i.e. Document cameras, DVD/VCR Players, classroom projectors and operation of projection screens. Troubleshoot and resolve printing problems when needed. Assist students, faculty and staff with connecting to our public and secure wireless access points. Other duties as assigned.

Requirements: *Education* – High School Diploma required. Associate degree preferred or a combination of education and 18 months of work experience. Information technology knowledge preferred but not required. Must be able to demonstrate proficiency with office computer software packages, including Microsoft Word, Outlook, Excel and Access. Responsibilities require the ability to work well with others in a team environment, including the public.

Resume review begins on June 15, 2017

Search will remain open until position is filled.

Submit letter of interest, current resume, and three 3 professional references (names, addresses and phone numbers). Mail to: Human Resources Office

Eastern West Virginia Community & Technical College

316 Eastern Drive

Moorefield, WV 26836

Equal Opportunity Employer