



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.

Administrative Assistant

Position: Full-Time with Benefits; Non-Classified
Location: Moorefield, WV Headquarters

Job Summary

The Administrative Assistant provides high-level administrative assistance to executives and supports the general administrative functions of a wide variety of academic or administrative units.

Nature of Work

The Administrative Assistant is responsible for assisting members of the President's cabinet by performing varied routine to complex administrative tasks and relieving the administrator of a variety of administrative details. Job responsibilities provide support-type services to increase the capacity of the cabinet member to carry out responsibilities. Job duties include coordinating purchase orders and travel documentation for cabinet members, managing calendars and room reservations for cabinet members, maintaining an accurate inventory database, ordering janitorial supplies, ordering business cards, printing brochures and flyers, providing occasional backup front desk coverage, and other administrative duties as assigned. Work is closely supervised and performed using self-initiative without detailed instruction. Problems and decisions faced in this position may involve non-routine situations within established protocol, guidelines, and/or policies. Errors could easily result in moderate costs and inconveniences within the affected area. Performs other functions as required or assigned. Also complies with all Policies and Standards.

Minimum Qualification Requirements

This position requires a Bachelor's degree in Business Administration or a field directly related to the area of assignment and at least one (1) year of directly related work experience in support of an administrator or work unit. One (1) year of accounting work experience preferred.

Resume review begins immediately. Applications submitted via email encouraged.

Search will remain open until the position is filled.

Please submit a letter of interest that addresses your abilities to meet the qualifications and carry out the responsibilities of this position, a current resume, and three (3) professional references (names, addresses, e-mail, and phone numbers) to:

Human Resources Office
Eastern West Virginia Community & Technical College
316 Eastern Drive
Moorefield, WV 26836
HR Director: Carlos Gutierrez <Carlos.Gutierrez@easternwv.edu>
EQUAL OPPORTUNITY EMPLOYER