



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.

Discovery Center Facilitator

Position: Part-Time; (M-F 9:15-3:15)
Location: Tucker County High School, Hambleton, West Virginia

Job Summary

The Discovery Center Advisor monitors the Early Entrance High School students who are enrolled in Eastern on-line courses and functions as a liaison between Eastern, faculty and high school students. This is a part-time, temporary position and the hours are scheduled each semester dependent upon student enrollment.

Nature of Work

Lock/unlock Access Center and promote a positive attitude. Provide information about Eastern's programs and courses to prospective students and provide technical support for students and faculty (traditional, online, and VDL courses). Proctor examinations and monitor and maintain cleanliness of equipment and classroom environment as well as remote site classroom management. Monitor and maintain supplies for faculty and the facilities and coordinate materials and supplies for video distance learning courses. Maintain a daily usage log of video distance learning equipment and report technical problems to the Academic Services Program Coordinator. Maintain an inventory of all equipment and furnishings at the Discovery Center. Assist with educational presentations of the video distance learning equipment. Interface with high school principal or technical director. Facilitate communication between Eastern headquarters and Discovery Center students, and faculty. Refer students for tutoring and respond to requests for information and other duties as assigned.

Minimum Qualification Requirements

This position requires a Bachelor's degree in a field directly related to the area of assignment as well as strong communication skills (verbal and written). Applicant must have knowledge and understanding of registration process and forms and Eastern's policies. Basic knowledge of Windows 95/98 and MS Office required.

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