



**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.

## **HUMAN RESOURCES ASSISTANT III**

Full Time 12 Month Non-Classified Staff, Benefits eligible  
Location: Moorefield, WV

**Overview:** The Human Resources Assistant III provides specialized administrative human resources program support in one or more human resources functions such as employment, classification, employee relations, records, and communications. The Human Resources Assistant III is responsible for performing a wide variety of routine and skilled clerical and paraprofessional administrative tasks of basic to moderate complexity in a predominately human resources area, including processing transactions using appropriate paper forms and business systems to generate reports and queries appropriate to the specific role. Job responsibilities require specialized functional knowledge of one or more areas in human resources. Work is closely supervised, with limited opportunity for independent action or decision-making, and consists of tasks that are routine, or well-defined, with specific instructions to achieve standards. Decisions are limited to the application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected area.

### **Responsibilities:**

- Serves as a consultant to other institutional departments or units in the operation and retrieval of data from the system and may coordinate smaller projects assigned to the unit.
- Administers specialized human resources programs by performing routine clerical duties in a specific functional area.
- Verifies human resources documents and forms to ensure completeness, accuracy and compliance with human resource policies and procedures; follows up with departments to ensure resolution.
- Provides general information and informs employees and the public of institutional policies and procedures as they relate to the specific human resources functional area.
- Provides answers to routine questions, resolves policy or procedure-related problems and refers more complex questions and requests to human resources staff with the appropriate expertise.
- Enters employee data into institutional systems and maintains manual filing procedure.
- Updates and maintains human resources document tracking systems and databases, and official personnel files.
- Performs clerical functions with personal computers and appropriate software for various human resources processes including form preparation, report preparation, and other related functions.
- Performs other job related duties as assigned. Also complies with all Policies and Standards.



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### **Qualifications:**

- *Education:* Associate's degree, or vocational or technical school degree in Business or Secretarial Science required.
- *Preferred Experience:* 2 years directly related professional level experience required.
- Willingness and ability to work with varied levels of abilities and a diverse population.
- Effective communication skills, both written and verbal.
- Supervisory/managerial skills
- Time manage skills and ability to meet deadlines
- Strong problem solving and organizing skills
- Accuracy and attention to detail.
- Proficient computer skills including use of databases, Excel, Access, etc.

### **Resume review begins immediately**

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>  
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