



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 Secretary - Nursing

Position: Full-time with Benefits (30 hours per week); Non-Classified
Location: Moorefield Headquarters

Duties and Responsibilities:

- Assist with application process for potential students. Maintain updated lists of nursing students such as mailing lists, address labels, committee participants and class participants. Create and maintain updated files for each nursing student.
- Maintain and update departmental notebooks, HESI results, complaints, and student affiliation surveys. Type and maintain updated information related to student records and grades. Type minutes, schedules, and other reports as assigned.
- Relay routine information from Director and faculty to other outside institutions. Complete travel reimbursements for faculty and purchase orders for department. Arrange for caterer for advisory meetings.
- Greet visitors to Nursing Program. Answer telephone, screen calls, offer general information, deliver messages, and maintain appropriate rapport with director, faculty, administrators and students.
- Copy various class materials, program brochures, and other materials as requested. Collect distribute and process incoming and outgoing mail. Mail program materials to prospective students.
- College related activities: Attend scheduled meetings. Assist nursing program director with special projects such as organizing materials for meetings, special luncheons, pinning ceremony, etc. Take and maintain minutes for meetings. Maintain files on all aspects of the program to assist with state and national accrediting agencies reviews.

Qualifications:

- Associate degree required; Bachelor degree preferred.
- Proficiency in the operation of computers, fax machines, copier.
- Software/programs: Microsoft Word, Excel, Internet, email, BANNER.
- Must perform typing, filing, telephone and business duties properly.
- Excellent proofreading, spelling, grammar and punctuation skills.
- Good communication skills.
- Excellent organizational, communication and time management skills.

Resume review begins ASAP!

Submit current resume and three 3 professional references (names, addresses and phone numbers). Mail to:

Carlos Gutierrez, Director of Human Resources
Eastern West Virginia Community & Technical College
316 Eastern Drive
Moorefield, WV 26836

Or carlos.gutierrez@easternwv.edu

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