



## 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.

### *Paid Student Internship - Part-Time Temporary*

Position: Part-time Temporary Position  
(One-Year Position; Maximum 167 hours)  
Pay: \$15.00  
Location: Main Campus Moorefield

This position performs a variety of clerical duties following established departmental policies, procedures, and methods in support of assigned department.

**Responsibilities:** The student intern will coordinate all project activities related to the Smoke-Free and Tobacco-Free project. The student intern will assist with the smoke-free educational events on campus for students, faculty, and staff including at least one lunch event and one evening event with the Regional Tobacco Prevention Coordinator. The student intern will also work with the taskforce to design social marketing posters and flyers.

In addition, the student intern will answer telephone calls, provide general information to callers and direct them to the appropriate staff for assistance, make copies and prepare informational packets.

Additional Responsibilities/Duties of student employees include the following:

- Filing paperwork.
- Assembling informational packets.
- Using copiers/scanners.
- Folding, labeling, and assembling of printed materials.
- Helping set up for various college events.

**Requirements:** Current Eastern student who is enrolled at least 6 hours. **Student must be a non-smoker as this position supports a smoke cessation program.** 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. Confidentiality is required.

Additional Requirements of a student are to have the following skills:

- Ability to climb two flights of stairs
- Ability to carry or lift over twenty pounds
- Dress in appropriate office attire
- Good time management skills
- Ability to work well with little supervision

### **Resume review begins ASAP!**

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

Monica Wilson  
Eastern West Virginia Community & Technical College  
316 Eastern Drive  
Moorefield, WV 26836  
Or [monica.wilson@easternwv.edu](mailto:monica.wilson@easternwv.edu)

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