



POSITION 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.

Position Title: Front Desk Receptionist
Description: 12-month regular full-time; benefits eligible; pay grade 2; non-supervisory
Classification: Non-classified; Serves at the will and pleasure of the President
Location: Main Campus, Moorefield, WV
Scheduled Hours: Monday – Friday; 37.5 – 40 hours/week
Department: Business Office
Reports to: Chief Financial Officer
FLSA Status: Non-Exempt (eligible for overtime)
Salary: \$25,000 annually

Overview: The Front Desk Receptionist serves as the first point of contact for students and the public entering or calling the Main Campus and assists those individuals with questions; provides general information, schedules use of college vehicles, assists with appointment scheduling; assists with general clerical duties such as filing, data entry, typing, and scanning; and serves as Travel Coordinator.

JOB DUTIES AND RESPONSIBILITIES

- Serves as the first point of contact: greets and assists the public in face-to-face or telephone interactions
- Provides clerical support (i.e. filing, data entry, typing, scanning)
- Distributes incoming mail; meters outgoing mail
- Daily opens the building; closes the building as needed
- Serves as Travel Coordinator: schedules use of college vehicles; maintains travel requests; processes travel reimbursements
- Serves as backup deposit/mail courier
- Serves as cashier backup for receiving student payments
- Processes monthly chargebacks (copier, paper, postage, office, and vehicle)
- Orders office and cleaning supplies
- Maintains copiers, supply closet, and postage machine
- Coordinates vending machine issues with leasing company
- Other duties as assigned

QUALIFICATIONS

Education: High school diploma (or GED equivalency)

Experience: Preferred six (6) months of experience in a professional setting; Must have a valid driver's license

Other: Basic computer and filing skills; must have pleasant disposition and excellent customer service/communication skills.



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CLOSING DATE: Search will remain open until the position is filled.

IMPORTANT: You may access and submit Eastern's Online Employment Application [here](#). On this online application, you can attach the following requirements or send them separately to the contact information below. All required documentation must be received by the Human Resources Office to be considered for an interview.

- A letter of interest that addresses your abilities to meet the qualifications and carry out the responsibilities of this position and addresses the requirements listed above
- Current resume
- List of three (3) professional references familiar with your skills and performance including names, addresses, e-mails, and phone numbers

Human Resource Office
Eastern WV Community & Technical College
316 Eastern Drive, Moorefield, WV 26836
careers@easternwv.edu
EQUAL OPPORTUNITY EMPLOYER