



## 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.

<b>Position Title:</b>	Administrative Assistant
<b>Description:</b>	12-month regular full-time; benefits eligible; pay grade 3; non-supervisory
<b>Classification:</b>	Non-classified; Serves at the will and pleasure of the President
<b>Location:</b>	Main Campus, Moorefield, WV
<b>Scheduled Hours:</b>	Monday – Friday; 37.5 hours/week
<b>Department:</b>	Student Services
<b>Reports to:</b>	Interim Vice President of Academics and Student Services
<b>FLSA Status:</b>	Non-Exempt (eligible for overtime)
<b>Salary:</b>	\$26,000 – 28,000, commensurate with experience

**Overview:** The Administrative Assistant is a cross-trained position that assists in the daily operations and coordination of the College with an emphasis on providing exceptional student support services. This position leads the way in promoting and maintaining a welcoming, inclusive, accessible, and supportive environment.

### **JOB SKILLS, DUTIES, AND RESPONSIBILITIES**

- Demonstrates ability to communicate effectively and work as a team member.
- Responsiveness and adaptability to varying workloads and assignments.
- Strong work ethic and willingness to help solve problems.
- Positive attitude and strong organizational skills.
- Provide administrative support to the Student Services and the Business Office department.
- Other duties as assigned.

### **QUALIFICATIONS**

*Education:* Associate's Degree in Business Administration or related field preferred but not required.

*Experience:* At least one (1) year of experience in a professional setting; Must have a valid driver's license

*Other:* Basic computer and filing skills required.

**CLOSING DATE:** Resume review begins immediately. 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
- Copies of all college and university transcripts

Human Resources Office  
Eastern West Virginia Community & Technical College  
316 Eastern Drive, Moorefield, WV 26836  
[careers@easternwv.edu](mailto:careers@easternwv.edu)

**EQUAL OPPORTUNITY EMPLOYER**