



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.

Backup Receptionist

Position: “On Call” Casual employee

Location: Moorefield Headquarters

This position is the “face of Eastern” by greeting student and visitors, answering telephone call, and directing visitors. This position is on call as needed to fill in for the front desk.

Responsibilities:

- Greet visitors; provide general information to visitors and students.
- Direct visitors and students to appropriate staff for assistance.
- Answer telephone calls, provide general information to callers and direct them to the appropriate staff for assistance.
- Type letters, reports, forms, and memorandum from rough draft to final form utilizing word process software and equipment. Proofreads all typed material and corrects errors in sentence structure, grammar, spelling and punctuation.
- Receive and log mail. Distribute mail to appropriate employees.
- Other duties as assigned

Requirements: *Education* –High School Diploma required. Must be professional and have a pleasant personality. Responsibilities require the ability to work well with the public and other employees in a team environment.

Resume review begins immediately

Search will remain open until position is filled.

Submit an Eastern Employment Application (found at <https://www.easternwv.edu/documents/about-eastern/employment-application>), current resume, and three 3 professional references (names, addresses and phone numbers). Email to:

Human Resources Office
Eastern West Virginia Community & Technical College
316 Eastern Drive
Moorefield, WV 26836
careers@easternwv.edu

Equal Opportunity Employer