

# WVNET

## POSITION ANNOUNCEMENT

The position serves the West Virginia Network (WVNET), located at 837 Chestnut Ridge Road, Morgantown, West Virginia, 26505.

**Date** April 16, 2018  
**Position Title** Policy Research Aide  
**Classification** Part time, temporary position. No benefits. Up to 20 hours per week. Position will end in the autumn of 2018.

### **Duties and responsibilities**

The incumbent will be responsible for assisting Senior Staff members with the editing and formatting of policy documents. The individual will assemble files using Office 365/Microsoft Planner to organize and disseminate policy documents. This individual will also attend various meetings to take minutes on behalf of the organization.

### **Knowledge, skills, and abilities (KSAs)**

- Ability to write, edit, and hone in on appropriate phrasing and wording.
- Exceptional organization skills are required.
- Working knowledge of computer to include email, Microsoft Word, Microsoft Excel.
- Ability to plan, coordinate and initiate actions necessary to implement administrative or group decisions or recommendations.
- Excellent interpersonal and customer service skills to work with a variety of different levels of the organization and customers.
- Ability to write and speak effectively and write clear and concise reports and newsletters.
- Ability to plan, coordinate and initiate actions necessary to implement projects.
- Ability to reason logically and analyze and solve problems.
- Ability to maintain Office 365, Microsoft Planner, and other tools.

### **Education and experience requirements**

- The ideal candidate is a current college student with significant daytime availability. Suitable majors would include, but not limited to, business administration, public administration, industrial relations, English, or technical writing.

**Salary.** \$16 per hour

**Closing date.** Position will remain open until filled.

**Application process.** Submit a cover letter and resume **via e-mail** to Bob Roberts at [recruiting@mail.wvnet.edu](mailto:recruiting@mail.wvnet.edu) with Policy Research Aide in the subject line.