

WVNET

POSITION ANNOUNCEMENT

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

Date July 18, 2018
Position Title Office Assistant/Intern
Classification Part time temporary position, not benefits eligible

Duties and responsibilities

This position will be providing clerical assistance to all of the units at WVNET. Assignments will include, but not be limited to:

- Entering data into various databases, spread sheets, or other tools.
- Answering phones and assisting callers or routing them to the appropriate person
- Filing, shredding, sorting mail, and other clerical duties
- Printing and collating technical documentation
- Distributing materials to appropriate staff
- Researching various topics on the internet
- Formatting documentation for distribution
- Using Adobe Cloud Software
- Other duties as assigned

Knowledge, skills, and abilities (KSAs)

- Strong knowledge of Microsoft Office products and comfort learning to use various software systems.
- Strong organization skills and the ability to follow a checklist and maintain a list of completed functions.
- Good interpersonal skills and an ability to work with others.
- Ability to work well in a team environment.

Education and experience requirements

- High school diploma or equivalent
- One year of work or volunteer experience

Salary: \$11.00 per hour

Application process: Submit a cover letter and resume **via e-mail** to recruiting@mail.wvnet.edu with Office Assistant in the subject line.