



Administrative Assistant (Part-Time, Temporary) Morgantown, WV

The West Virginia Network for Educational Telecomputing (WVNET) is a dynamic service organization providing telecommunications and computing services at a secure facility.

Position Title: **Administrative Assistant (Part-Time, Temporary)**

Location: 837 Chestnut Ridge Road, Morgantown, WV, 26505

Classification: Hourly, Non-exempt, at **\$15.00 per hour**.

Work Hours: Flexible, Part-Time, Able to work around student class schedule.

Posting Date: Open Until Filled.

JOB DESCRIPTION – DUTIES & RESPONSIBILITIES

WVNET is seeking a part-time, temporary Executive/Administrative Assistant for our offices located in Morgantown, WV. The position will support the Director of WVNET approximately 19.5 hours per week for 2-3 months.

- Answering incoming calls and email correspondence
- Coordinating meetings
- Scheduling and calendar management
- Preparation of reports and spreadsheets
- Printing copies and other clerical support duties

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Position Requirements.
- Excellent verbal, phone, and written communication skills.
- Organized and reliable.
- Proficient level with Microsoft Word, Excel, and PowerPoint; familiarity with SharePoint
- Good client/customer service skills.
- Ability to follow oral and written instructions.
- Ability to prioritize multiple tasks.

APPLICATION PROCESS: Submit a cover letter and resume via e-mail at careers@mail.wvnet.edu with **Part-Time Administrative Assistant** in the subject line.

Equal Opportunity/Affirmative Action Employer/Veterans/Disabled

The West Virginia Network for Educational Telecomputing (WVNET) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or protected veteran status and will not be discriminated against on the basis of disability. WVNET provides a collegial, respectful and inclusive environment that values the diversity, creativity and contributions of its staff..