

Position: Part-Time Instructional Associate, SPOKES program

Location: Spencer – Committee on Aging

Salary: \$9.50 per hour, approximately 20 hours a week (subject to change, based on the needs of the program)

Contract: This agreement is for the remainder of the fiscal year (June 30, 2018). Student enrollment, contact hours and funding may affect the length of employment. The execution of this agreement is contingent upon funding. All RESA 5 personnel are will and pleasure employees of the WV Board of Education.

Position Effective: Tuesday, January 2, 2018

Desired Qualifications:

1. High school diploma or equivalent required
2. Knowledge of computer programs, preferably Microsoft Word, Microsoft Excel, data entry programs and Internet
3. Working knowledge of employment skills, such as employment behaviors, employment attitudes, resumes, interviewing skills, employment search ability and employment opportunities
4. Effective oral/written communication skills required
5. Able to work with a diverse population
6. Able to multi-task
7. Ability to work unsupervised
8. Ability to demonstrate and explain procedures and concepts
9. Ability to motivate clients
10. Organized, reliable, punctual and conscientious

Duties and Responsibilities:

1. Assist with instruction of program module information
2. Assist with instruction of resume, cover letter and thank you letter preparation
3. Assist with clients with interview preparation
4. Assist with instruction of materials of basic computer skills within Microsoft Word, Microsoft Excel and Internet usage
5. Determine and report employment opportunities available to students
6. Assist with instruction of materials and skills needed to success on WorkKeys pre-employment testing
7. Data entry of client information and tracking information into management information system (AEMIS)
8. Completion of time sheets, program data sheets and other forms/reports, as required
9. Any other duties, as assigned

Expectations:

1. Work effectively as a member of an education team
2. Demonstrate self-control and exhibits an attitude of mutual respect with colleagues and program participants
3. Is ethical and demonstrates good work habits, including punctuality and attendance
4. Demonstrate enthusiasm and creates a positive learning environment
5. Maintain confidentiality of student information as outlined in section 4 of the WVAdultEd Instructor Handbook
6. Attends the required WVAdultEd professional development annually

Reports to: RESA 5 Executive Director or designee

Application: Complete the RESA 5 Job Application located on our website (<http://resa5.k12.wv.us>), send a letter of application, resume and the names of three references with telephone numbers and email addresses to:

Julie Hagan, Regional Adult Education Coordinator

RESA 5

2507 Ninth Avenue

Parkersburg, WV 26101

Or email: jhagan@k12.wv.us

Application Deadline: Friday, December 8, 2017 at 4:00 PM

Equal Employment Opportunity:

“Equal employment opportunity will be granted to all persons regardless of age, race, creed, sex, national origin, or handicap and no discrimination based upon such factors will be made in salary, promotion, demotion, transfer or termination of any employee.”