



Notice of Job Vacancy #19-042

Posting Date: January 9, 2019

Position: Part-time Van Aide in Berkeley County

Employment Term: part-time / "as needed"

Salary: \$10.00 per hour

Qualifications: Applicant must be able to pass a background check, be able to work flexible hours, have patience with children, the ability to lift a min of 40 pounds, and hold a high school diploma or equivalent; prefer one year of experience working with children

Job Description/Responsibilities: Provide assistance to the driver and support with interaction with students on the van as needed.

Reports To: BCS Transportation Director; EPIC Administrator

Conditions of Employment: Recommended by the BCS Transportation Director and EPIC Administrator; Confirmed by the EPIC Regional Council

Start Date: To be determined, pending approval process.

Application Process for Current Employees: If your application, resume or reference information has changed since you were hired, please submit updated information along with a letter of application to be considered. If nothing has changed, a letter of application should be sent via email, mail or fax to Shannon Johnson, Human Resources Director. Current employees are also welcome to apply via Search Soft (see below.)

Application Process for New Candidates: You may submit your application one of FOUR ways:

Online application can be made via Search Soft by clicking on the link below:

https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808

**If you cannot see this job once you log into your Search Soft account, check your location tab and ensure you have selected EPIC as one of your location choices.

Hard copy EPIC application can be found at www.epicresa8.org

1. Submit hard copy applications and cover letter to:
EPIC
109 South College Street
Martinsburg, WV 25401 Attention: Shannon Johnson, HR Director
2. A copy of the EPIC application with cover letter may be submitted electronically to sdjohnson@wvesc.org.
3. A copy of the EPIC application and cover letter may be FAXED to 304-267-3599 Attention: Shannon Johnson.

All applications must be received by **January 15, 2019 by 3:00 p.m.** for consideration.

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.