

**WEST VIRGINIA MILITARY AUTHORITY  
1703 COONSKIN DRIVE  
CHARLESTON, WV 25311-1085**

**POSITION VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NUMBER: ML 240610**

**OPENING DATE:** 24 June 2024 **CLOSING DATE:** open until filled

**LOCATION:** WVARNG, Camp Dawson, Kingwood, WV

**JOB TITLE:** MA Administrative/Operations Clerk 2 / Part Time Site Administrator

**WORKING TITLE:** Distributed Learning Site Administrator

**SALARY RANGE:** \$12.00 per hour

**How to Apply:** Anyone interested in applying for this position must submit a completed West Virginia Military Authority Application for Employment and resume via email to:

**James Cook @ [james.w.cook96.nfg@army.mil](mailto:james.w.cook96.nfg@army.mil) or Brian Saunders  
@ [BrianSaunders@brian.r.saunders.nfg@army.mil](mailto:BrianSaunders@brian.r.saunders.nfg@army.mil)**

Applications for Employment may also be obtained from:

<https://militaryauthority.wv.gov/FormSearch/WVMA%20Application.pdf>

**NOTES:**

- (1) This is a part-time position without leave or other employee benefits.
- (2) Funded from start date through 30September of current fiscal year.
- (3) Paid only for hours worked; not to exceed 2080 hours per year.
- (4) Work schedule will vary weekly, to include dayshift, evenings and weekends.

**NATURE AND SCOPE OF WORK**

Under general supervision, the Site Administrator is responsible for maintaining the Distributed Learning Classroom's (DLC) professional appearance (daily cleaning and maintenance tasks), ensuring operational readiness (routine testing and reporting of equipment failures), providing customer service, to include basic computer assistance, and collecting and submitting usage data.

**DUTIES AND RESPONSIBILITIES:**

Perform cleaning of DL classroom, to include items of frequent use (computers, keyboards, mice, etc). Complete monthly task lists, inventory reports, and usage reports as required. Report supply deficiencies as needed. Report equipment issues / deficiencies through appropriate DL channels when needed. Assist DL IT staff with on-site maintenance. Complete all assigned training as required. Participate in DL training events and workshops. All other duties as assigned.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of English grammar, basic office procedures and Microsoft software programs; basic computer network operations and repair.

Skill in the use of personal computers.

Ability to prepare accurate records and reports.

Perform basic troubleshooting procedures for personal computers.

Maintain effective working relationships with military personnel, families, the general public, DL class participants and DL staff.

Communicate effectively, orally and in writing.

## **MINIMUM QUALIFICATIONS**

**TRAINING:** High school diploma or equivalent.

## **SPECIAL REQUIREMENTS**

1. POSITION IS CONTINGENT UPON CONTINUED RECEIPT OF DEPARTMENT OF DEFENSE FUNDING.
2. CONSIDERATION WILL BE GIVEN TO ALL QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, AGE, MEMBERSHIP OR NON –MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.
3. MUST BE ABLE TO OBTAIN A COMMON ACCESS CARD (CAC), WHICH REQUIRES AN APPROVED FEDERAL BACKGROUND CHECK.

Murray “Gene” Holt II, Director  
West Virginia Military Authority