

# Southwest Virginia Education and Training Network is Hiring

The Southwest Virginia Education and Training Network (SVETN) is a 501 (c) (3) not-for-profit corporation governed by educators. The SVETN is headquartered in Abingdon at the Southwest Virginia Higher Education Center. Elite Learning, the primary service of SVETN, provides dual-enrollment courses to high school students throughout Southwest Virginia.

Position: Temporary Administrative Assistant

Location: Sugar Grove, Virginia; selected applicant must be available to work with the Executive Director in her home office. Some travel to the Southwest Virginia Higher Education Center in Abingdon, Virginia may also be required.

Application Deadline: Open until filled; position available immediately

Rate of Pay: \$9 contract pay; employee will receive a 1099 for tax purposes

Hours of Work: 8-10 hours per week

Application Procedure: submit application and letter of application to Terry Hawthorne at [terryh@scsb.org](mailto:terryh@scsb.org).

General Description of Expectations:

- Edit online course material
- Locate open source academic resources
- Manipulation of Excel spreadsheets
- Preparing Word documents
- Filing, printing, organization and other office related tasks

Education Requirements:

- Applicant must be a high school graduate

Required Skills:

- Proficient in Microsoft Word
- Proficient in Microsoft Excel; training will be provided as needed.

Recommended:

- Preference will be given to applicants who have participated in online courses in the past.
- Preference will be given to applicants who have participated in Elite Learning courses.

Position will be reevaluated in June 2017 to determine continuing need.

# Application for Employment

**Agency:** Southwest Virginia Education and Training Network **Position:** Administrative Assistant

**Full Legal Name:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Social Security Number** (optional; may be provided if selected) \_\_\_\_\_

## Education

High School: \_\_\_\_\_ College: \_\_\_\_\_

**Work Experience**—start with the most recent. Highlight your knowledge, skills and abilities which best demonstrate your qualifications for this position.

1. Job Title \_\_\_\_\_ Employer \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Do you give permission to contact supervisor for reference? Yes No

Phone Number for Reference: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Select: Part-time Full-time

Reason for Leaving: \_\_\_\_\_

2. Job Title \_\_\_\_\_ Employer \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Do you give permission to contact supervisor for reference? Yes No

Phone Number for Reference: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Select: Part-time Full-time

Reason for Leaving: \_\_\_\_\_

3. Job Title \_\_\_\_\_ Employer \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

*Employees of the Southwest Virginia Education and Training Network shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender or age.*

Do you give permission to contact supervisor for reference? Yes No

Phone Number for Reference: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Select: Part-time Full-time

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

Use this space for any additional information you think would help us evaluation your application, including training, seminars, workshops, and special achievements or specialized skills: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explain experience with Elite Learning including courses completed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**References:**

Name	Address	Phone	Relationship

The primary location of employment is located in the home office of the SVETN Executive Director, which is located in Sugar Grove, Virginia. Are you willing to accept employment with this requirement? Yes No

Are you willing to accept employment which may require periodic travel to Abingdon, VA? (Travel reimbursement will be provided for mileage) Yes No

When will you be available to begin employment? \_\_\_\_\_

I hereby certify that all entries and attachments are true and complete. I understand that all information on this application is subject to verification. I consent to reference and former employers listed being contacted regarding this application.

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

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