



## **Notice of Job Vacancy #26-082**

**Posting Date:** April 1, 2026

**Position:** Adult Education Program Secretary

**Employment Term:** Full-time/200 days

**Salary:** Based upon the [EPIC FY'26 Service Pay Scale Grade H](#) with years of verified experience and an education supplement.

**Qualifications:**

1. Experience in general office operations - preparing invoices, correspondence, and reports; telephone; mail; email; scanning documents; greeting the public, etc. required
2. Proficiency in Microsoft Office software - Word, Excel, Access, Outlook required
3. Associate Degree preferred

**Please note:** Applicants who have been dismissed or who have had their contracts non-renewed for cause by any school system, who have recent unsatisfactory evaluations by any school system, who demonstrate unsatisfactory interview performance, and/or who receive unfavorable reference recommendations by any school system will not be eligible for consideration for employment with EPIC.

**Essential Duties & Responsibilities:**

1. Process paperwork submitted; enter data in database and spreadsheets.
2. Input data and mail and/or email monthly with annual reports. Assist coordinator in conducting program business (e.g., phone calls, follow-ups, mailings).
3. Coordinate new student intake and enrollment. Assist Instructor with new student orientation.
4. Assist with data entry of student information and tracking information into management information system within the Adult Education System and student database.
5. Assist in proctoring and scoring standardized assessments, including TABE and HSE practice assessments.
6. Assist students with scheduling the GED® Test.
7. Greet visitors, students, and vendors. Answer phones and emails.
8. Track student contact hours.
9. Other general office duties as assigned by the Adult Education Coordinator and EPIC Administrator

**Reports to:** Adult Education Director and EPIC Administrator

**Anticipated Start Date:** May 11, 2026

**Conditions of Employment:** Recommended by the EPIC Administrator; Confirmed by the EPIC Regional Council

Application Process: You may submit your application one of two ways:

**Online application** can be made via Teach-In West Virginia Application System by clicking on the link below:

[Use this link to go to the online application system.](#)

**Hard copy EPIC Head Start / Early Head Start application** can be found by [clicking on this link.](#) Once completed, you may submit it to EPIC one of the following ways:

[Use this link to upload your application to our secure portal.](#)

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources  
Fax to 304-267-3599 Attention: Human Resources

**This job posting will remain open until April 24, 2026.**

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.