



# **Virginia Western Community College**

*New Employee Orientation  
Adjunct Faculty  
Workforce Solutions*

# Welcome!



Welcome to Virginia Western Community College!

We are pleased to have you join the Workforce Solutions team. VWCC's Workforce Solutions team designs and provides timely, customized training programs to address the ever-changing opportunities and challenges faced by employers. We accomplish this by providing comprehensive educational programs and professional development activities.

**VIRGINIA WESTERN  
WORKFORCE SOLUTIONS**

YOUR KEY TO  **SUCCESS**

Sincerely,

Leah Coffman, Coordinator of WDS

# About Us

## **Vision**

- Virginia Western Community College's Workforce Solutions will be a leader in training and development for business, industry, and government in Virginia.

## **Mission**

- Virginia Western Community College's Workforce Solutions mission is to provide state-of-the-art training and retraining resources, information, consulting, and support services to the business community in the region.

## **Benefits to Business and Industry**

- Update and improve the skills of your workforce;
  - Increase employee engagement;
  - Improve company performance; and
  - Help you achieve your organizational goals.
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# Division Contact Information

- **Main Campus**  
P. O. Box 14007  
Roanoke, VA 24038-4007  
Fishburn Hall - Ground Floor  
3093 Colonial Avenue  
Phone: 540-857-6076  
Fax: 540-857-7386  
<http://www.viriniawestern.edu/workforce>
  - **Greenfield Education & Training Center**  
57 S. Center Drive  
Daleville, Virginia 24083  
Phone: 540-966-3984  
Fax: 540-966-4010  
<http://www.botetourt.org/business/greenfield.php>
  - **The Franklin Center**  
50 Claiborne Avenue  
Rocky Mount, Virginia 24151  
Phone: 540-483-0179  
Fax: 540-483-1297  
<http://www.thefranklincenter.org/>
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# Office Hours

- Your office hours are 30 minutes prior to the start of a class and 30 minutes after class completion.
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# Office Supplies

- Office supplies (such as pens, pencils, grade books, etc.) are available for your use. Please check with the administrative staff for any items you might need during your employment at VWCC.
  - Please do not hesitate to ask for what you need, but use all supplies wisely. Reuse and recycle when you can.
  - If you have any supplies (file folders, notebooks, etc.) that you are no longer using, please bring them to the facility office so that they can be used by another faculty member and/or school.
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# Copy Machines

- The copy machines in the facilities' offices for small copying jobs only. Large jobs should be sent to Printing Services. Instructors are encouraged to use Printing Services for their printing needs.

[Online Request For Printing Services](#)

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# Printing Services

- Follow these simple steps when requesting printing jobs (on-line requests do not apply):
    - Complete Printing Services Form
    - Bring your request to the facilities office
    - The office staff will deliver and pick up your printing requests
  - Remember:
    - Allow 3-5 days for return of print jobs.
    - Printing Service delivery/pickup occurs once a day – usually by noon.
    - Print jobs in the office by 8:00 am will be delivered to Printing Services the same day.
    - Don't request a print job on the same day you need it (example – If you ask for a print job to be available on Monday morning, it may not be ready when we pick up on Friday and won't be delivered to you until noon on Monday).
    - In emergency situation, you are welcome to pick up your print jobs directly from Printing Services (M-270).
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