



# WEST VIRGINIA STATE UNIVERSITY

## **Admissions Assistant II Office of Undergraduate Admissions**

### **West Virginia State University**

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, racially integrated and multi-generational institution serving approximately 3,514 students. The University is a community of students, staff, and faculty committed to academic growth, service and preservation of the racial and cultural diversity of the institution. WVSU offers 23 undergraduate and six graduate degrees through its four colleges. WVSU competes in athletics at the NCAA Division II level in five men's sports and five women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

### **Position Description**

Under the direction of the Director of Undergraduate Admissions, the Administrative Assistant provides high level administrative support for the Office of Undergraduate Admissions by performing a wide variety of complex clerical and administrative duties.

This is a non-classified, non-essential, FLSA non-exempt, full-time, benefits eligible position.

### **Responsibilities for the Admissions Assistant II**

- Represents undergraduate admissions office as administrative liaison and responds to non-routine inquiries.
- Provide general administrative and clerical support to include, mailing, scanning, faxing and copying to management.
- Answer and screen calls, this includes providing information, taking messages, or scheduling appointments while maintaining accuracy and clarity. Greet and assist visitors to the office.
- Open, sort and distribute departmental mail and prepares mail for pick-up.
- Sorts, screens, and reviews incoming written requests, for admissions information.
- Maintains office supplies by checking stock to determine inventory level, anticipate needed supplies, place and expedite orders for supplies, verify receipt of supplies.
- Performs moderate to complex data entry duties into computer systems.

- Utilizes department policies, practices, and procedures to answer questions and resolve administrative problems.
- Set up accounts, tracks budgets, reconciles accounting statements, and prepares purchasing and accounting forms for approval.
- Prepare and modify documents to include correspondence, reports, drafts, memos and emails.
- Schedule and coordinate meetings, appointments and travel arrangements.
- Establishes and maintains logs, filing, and recordkeeping systems and ensures all records are complete, accurate, and up-to-date.
- Attend admissions related, events, to include, Open Houses, Transfer Day, New Student Orientation, Black and Gold Day, campus tours.

### **Requirements for the Admissions Assistant II**

- High school diploma or equivalent; college degree preferred. At least two years of experience directly related to responsibilities specified.
- Proficiency in working with customer relations management systems and student information system databases (e.g. Banner, EMAS Pro, Hobson's CONNECT, People Soft, Microsoft Office) and possess the ability to compile data and produce reports.
- Strong communication skills, excellent interpersonal and organizational skills, effective oral and written skills; excellent ability to manage multiple complex projects in deadline driven fast-paced environment both independently and cooperatively in a team setting.
- Ability to maintain privacy and confidentiality of student records.
- Capability to exert up to five pounds of force occasionally to lift, carry, push, pull or otherwise move objects.

### **Salary Statement**

This position is a pay-grade 2.

### **To Apply**

In order to be considered for this position, please submit a resume, cover letter, unofficial transcripts, and three professional references (name, title, address, telephone number, and e-mail address) by September 5, 2019. All requested information must be submitted for your application to be considered.

Please submit application materials via email, mail or in person to: [hr@wvstateu.edu](mailto:hr@wvstateu.edu) or mail to:

West Virginia State University  
Department of Human Resources  
P. O. Box 1000, 105 Cole Complex  
Institute, WV 25112

### **Contact**

For further information regarding application procedures, you may contact Human Resources at (304) 766-3156 and/or [hr@wvstateu.edu](mailto:hr@wvstateu.edu). You may also visit [www.wvstateu.edu/admissions](http://www.wvstateu.edu/admissions) for additional information.

**West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.**

**West Virginia State University is an Equal Opportunity / Affirmative Action Institution and is committed to equal opportunities without regard to race, color, age, sex, sexual orientation, gender, gender identity or expression, national origin, religion, creed, genetic information & testing, family & medical leave, pregnancy, and Veterans and individuals with disabilities. We encourage all qualified women, minorities, protected Veterans and individuals with disabilities to apply for employment at West Virginia State University.**