



WEST VIRGINIA STATE UNIVERSITY

Program Assistant I Office of Physical Facilities

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

This position provides clerical and routine administrative support to the Director and Supervisors of WV State University Physical Facilities. The Program Assistant I functions as the administrative and clerical support to the Director and Supervisors for projects, initiative, and programs with the Physical Facilities department.

This is a non-classified, non-essential, FLSA exempt, part-time (.80 FTE), benefits eligible position.

Responsibilities for the Program Assistant I

- Assist with and perform general office duties, such as, but not limited to, filing, making copies, scanning documents, typing memos and emails, answering phones, keeping schedules, and developing and maintaining calendars.
- Organizing and tracking monthly, bimonthly, and annual inspections, such as fire extinguisher inspections, sprinkler inspections, fire alarm inspections, etc.
- Maintains the DEP compliant Universal Waste Collection Area.
- Schedules tent availability for events on campus.
- Writes routine reports and correspondence, and assists with the development of project/program materials.
- Orders parts and supplies as needed for various areas on campus.
- Maintains the state inventory tag book and all related documents.
- Receives and keeps track of deliveries from shipping companies.
- Responsible for answering the campus switchboard in the absence of the Administrative Secretaries.
- Performs other job related duties as required.

Requirements for the Program Assistant I

- Associate Degree or Vocational/Technical School degree
- Minimum of six months' experience in the administrative/clerical field.
- Ability to plan, organize and schedule duties to meet deadlines.
- Detail oriented.
- Basic office skills such as standard office equipment, computers, fax, switchboard, scanners, copiers, etc.
- Knowledge of Microsoft Office (Excel, Word, PowerPoint).
- Good oral and written communication skills.
- Banner experience preferred.

Salary Statement

This position is a pay-grade 3. The annual salary for this position will be \$20,480.00.

Appointment Status

This is a part-time position with 30 hours a week, at 80% FTE.

To Apply

Please submit your resume by August 22, 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 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.

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.