



WEST VIRGINIA STATE UNIVERSITY

Academic Program Associate

College of Natural Sciences and Mathematics

West Virginia State University:

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and six 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

The Academic Program Associate performs a variety of duties following established policies, procedures, and methods of the University and of the College of Natural Sciences and Mathematics (CNSM).

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

Responsibilities for the Academic Program Associate

- Manage the day-to-day operations of the College office by coordinating its workflow and providing a broad spectrum of secretarial services and assistance to the Dean, the department chairs, and the faculty members in the CNSM.
- Provide assistance and appropriate information to students, staff, faculty, and visitors.
- Complete paperwork, get approvals, make purchases utilizing the state purchasing card, and track all the purchases for the departments and the labs in the CNSM.
- Monitor and balance the College budgets and reconcile the transactions with the

state auditor's office and the university system.

- Utilize Banner to input the class schedules for all departments in the College of Natural Sciences and Mathematics, assign classrooms, check for instructor/time conflicts, make changes/class cancellations to schedule, and notify students of changes, cancellations, and other problems via email.
- Prepare/process appropriate forms for travel authorization, coordinate arrangements for approved travel, and process the travel reimbursements for the College employees.
- Maintain official and confidential records for the Dean's office and the departments in the College, including those related to grades, graduation, student and faculty issues, correspondence, and registration information.
- Compose a variety of correspondence related to faculty and students. Utilize the WVSU email system for staff and faculty notifications.
- Maintain a listing of classroom schedules and office hours for the CNSM faculty.
- Take minutes at CNSM's general faculty meetings.
- Make meeting arrangements by setting up meeting rooms, preparing materials, and notifying attendees.
- Maintain college record of all textbook orders.
- Contact publishing agents to obtain desk copies, test banks, and other ancillary materials as required.
- Assist faculty, staff, and the Dean with other duties such as planning events, luncheons, dinners, and other special projects as assigned.
- Provide training for work-study and student workers.
- Serve as timekeeper for the College staff and student workers.
- May perform other duties as assigned by the Dean.

Requirements for the Academic Program Associate

This position requires a bachelor's degree and at least two years of secretarial/clerical experience. Additional years of experience may be substituted for the required education on a year for year basis.

The successful candidate must possess a high level of administrative office skills utilizing MS Word, MS Excel, and other relevant programs; have strong organizational skills; be able to coordinate different administrative tasks; set and meet deadlines; have excellent written and oral communication skills as well as interpersonal skills; have the flexibility to accommodate unexpected changes in priorities of work schedules; be dependable and punctual; and have the ability to communicate and work with a diverse group of people.

Salary Statement

commensurate with experience and education

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, and the names and email addresses or phone numbers of three professional references by April 5, 2024. All requested information must be submitted for your application to be considered.

Please submit application materials via email to jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 324 Ferrell Hall
Institute, WV 25112

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. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. West Virginia State University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact, please contact the Disability and Accessibility Resources unit at 3040766-3083 or ada@wvstateu.edu.