



WEST VIRGINIA STATE UNIVERSITY

Administrative Assistant Department of Nursing

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

This position performs a variety of duties following established policies, procedures, and methods of the Department of Nursing.

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

Responsibilities for the Administrative Assistant

- Manages the day to day operations of the Nursing Office
- Provide assistance and information regarding the colleges/university to staff, students, faculty and visitors.
- Maintain official and confidential records including those related to grades, graduation, student and faculty issues, correspondence, and course registration. Assist Chair and faculty with research and statistical data required for annual reports and program review.
- Draft reports and correspondence, respond to written and oral information requests. Utilize state purchasing card to track purchases and keep record of department budgets.
- Prepare, review and process appropriate forms for travel authorization and reimbursement, and coordinate travel and hotel arrangements.
- Utilize email system for staff and faculty notifications. Schedule appointments for Chair.
- Take minutes of meetings; prepare for approval and distribution. Contact publishing agents to obtain desk copies, test banks and other ancillary material.

- Prepare administrative documents as required. Maintain listings of classroom schedules and office hours for faculty.
- Provide training for work-study and/or student workers. Maintain calendars and process mail.
- Oversee use of copy machine and other office equipment.
- Assist Chair, faculty and staff with other duties such as planning events, luncheons, dinners, etc.
- Coordinate pinning ceremony for graduating class.
- Maintain office files, student files, and other appropriate records.
- Prepare syllabi, tests, and other documents as requested by Nursing Faculty and Director of Nursing
- Maintain inventory of office & clinical supplies
- Perform general clerical duties including organizing, filing, shredding and photocopying documents and files, etc.
- Initiate, process and track departmental forms such as purchase orders, personnel requisitions, travel authorization forms, supply requisitions, and printing requests.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.
- Other duties as assigned.

Requirements for the Administrative Assistant

- Minimum of a vocational or technical training obtained through a post-high school program of up to eighteen (18) months,
- At least two (2) years of directly related work experience, Additional years of qualified experience may be substituted for the required education on a year for year basis.
- Thorough of Microsoft Office, especially Word and Excel. Ability to use computerized textbook, test banks, knowledge of English grammar, spelling, punctuation, and sentence structure; knowledge of office procedures, practices, and protocol, including confidentiality, and excellent communication skills.

Salary Statement

\$25,600.00 - \$41,000.00 Commensurate with experience

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references **July 16, 2021. 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, 105 Cole Complex
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. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Human Resources at (304) 766-3156 and/or hr@wvstateu.edu.