



WEST VIRGINIA STATE UNIVERSITY

Administrative Secretary, Senior Education Department

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 reports to the Chair of the Education Department and performs a variety of administrative and secretarial duties to support the Education Department.

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

Responsibilities for the Administrative Secretary, Senior

- Establishing and maintaining Education database, student files, CAEP accreditation requirements, and other confidential records.
- Assisting the Dean of the College of Professional Studies with scheduling classes using BANNER.
- Composing correspondences, typing complex reports, manuscripts, recording and transcribing minutes of departmental meetings, and other documents using a combination of MS Word and Excel.
- Coordination and providing support for the adjunct faculty. Banner training preferred.
- Supervising student assistants in office and coordinating office hours with department chair.

This position requires discretion, punctuality, confidentiality, independent judgment, and consistent work attendance.

Requirements for the Administrative Secretary, Senior

- 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,
- Thorough knowledge in the use of Microsoft Office (Word, Excel, and Power Point), and Internet applications necessary to complete routine and moderately complex tasks.

- Ability to develop and/or populate databases as required for upcoming electronic filling processes; possesses excellent typing, grammar, spelling, punctuations, and organizational skills,
- Ability to work independently; set and meet deadlines in a timely manner; possesses good oral and written communication skills,
- Ability to demonstrate any or all of the qualifications above during the interview process.

Salary Statement

This position is a pay-grade 3. The annual salary range for a pay-grade 3 position is \$25,600.00 - \$41,000.00.

To Apply

Applications should consist of a cover letter, curriculum vitae (CV), academic transcripts, copies of professional licenses, and the names, addresses, e-mails, and current phone numbers of three professional references. 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

The position will remain open until filled, but only applications received by May 30, 2020 will be assured full consideration.

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. 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 Justin Cherry at 304.766.3156 or Justin.Cherry@wvstateu.edu.