



# WEST VIRGINIA STATE UNIVERSITY

## **Executive Assistant for the Offices of Business & Finance Institute, West Virginia**

### **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:**

West Virginia State University (WVSU) is seeking a highly organized and proactive individual to fill the role of Executive Assistant for the Offices of Business and Finance. Reporting directly to the Senior Vice President for Strategic Finance, Operations, and Chief Innovation Officer, this position plays a critical role in providing administrative support to each department within the Offices of Business and Finance. The ideal candidate will be positive and energetic with exceptional administrative and communications skills, a keen attention to detail, and the ability to manage multiple priorities in a fast-paced environment.

### **Responsibilities:**

- Serves as the initial point of contact within the Senior Vice Presidents Office, demonstrating positive, professional, and discrete interactions.
- Welcome, greet, and provide hospitality and excellent customer service to students, faculty, staff, and visitors of the office.
- Provide office coverage and manage a multi-line telephone system.
- Provide comprehensive administrative support to all departments reporting to the Offices of Business and Finance.
- Coordinate departmental events, meetings, and special projects.
- Prepare and disseminate meeting agendas and minutes.
- Assist with the development and execution of various internal and external communications.

- Prepare reports and other documents using word processing, spreadsheet, database, or presentation software.
- Perform general office duties such as ordering supplies, filing and maintaining records, files, and databases, answering telephones, scheduling appointments, etc.
- Manage the Senior Vice President and Assistant Vice President of Business & Finance calendar, including scheduling meetings, appointments, and travel arrangements.
- Manage meeting room reservations.
- Purchasing and payment services via State Purchasing Card, purchase orders, affiliated paperwork for all Departments within the Offices Business & Finance.
- Assist with timecard and leave approvals as requested.
- Assist Department of Physical Facilities with work order ticket opening and closing.
- Assist in the management of incoming and outgoing office mail, including but not limited to mass mailings such as special invitations, faxes, and emails.
- Perform other duties as assigned to support the efficiency and effectiveness of the Offices of Business and Finance.

**Educational Knowledge and Experience:**

A Bachelor's Degree from a regionally accredited university is preferred and at least three years of experience in general office management, administrative and/or communications/public relations.

**The Executive Assistant must possess the following attributes in order to be successful within this role:**

- Must utilize excellent oral and written communication skills in a clear and concise manner.
- Must maintain a positive and energetic persona.
- Must be detail oriented with a high degree of accuracy.
- Must be a self-starter who is highly organized, flexible, and deadline-oriented.
- Must be able to work flexible hours, including weeknights and evenings, as needed for special events.
- Must be a responsible professional who maintains confidentiality and compliance with state and federal, student and personnel privacy laws.
- Must possess the ability to multitask and meet multiple, daily deadlines.
- Must be self-directed and able to complete tasks with limited supervision.
- Must have demonstrated knowledge and skill using all Microsoft Office Suite and other office productivity tools.
- Must possess the ability to establish and maintain effective interpersonal relationships and employee relations skills in order to professionally communicate and collaborate with various University departments, organizational units, alumni, business and industry, and other external agencies, including local and state government entities.
- Must possess the ability to organize and prioritize responsibilities to obtain desired results.
- Successful candidate must pass a criminal background.
- Valid driver's license is preferred.

**Salary:**

\$38,000-\$43,000

**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 by June 28, 2024. All requested information must be submitted for your application to be considered.

Please submit application materials via email to [jobs@wvstateu.edu](mailto: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](mailto:ada@wvstateu.edu).**