



WEST VIRGINIA STATE UNIVERSITY

Office Administrator Office of Physical Facilities and Safety Compliance

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 provides clerical and routine administrative support to the Director of Physical Facilities and the Director of Safety Compliance and Chemical Hygiene in ensuring institutional compliance with local, state and federal regulations.

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

The Office Administrator will assist in the documentation of periodic safety and compliance audits, incident investigations, management of the university's learning management system and other safety related duties as assigned.

Responsibilities for the Office Administrator

- Maintain confidentiality of sensitive information and exposure data
- Maintain a proper electronic and manual filing system
- Develop and update administrative systems to make them more efficient

- Clerical duties such as filing, typing, copying, scanning, generating reports, email communication, coordinate repairs and work orders, answering the telephone and switchboard, scheduling and maintaining calendars, timekeeping.
- Prepares meeting minutes, presentations, memos, letters, faxes, invoices, and necessary documents to collect data and distribute information
- Writes routine reports and correspondence, and assists with the development of project/program materials
- Assist with researching equipment and Safety Topics
- Submits and reconciles expense reports
- Orders and maintain inventory of office and equipment supplies
- Receives and track deliveries from shipping companies
- Assists in the preparation of safety, health and environmental procedures, and regularly scheduled reports
- Develop and maintain an electronic tracking report for university fixed assets
- Organizing and tracking monthly, bi-monthly, and annual inspections of various areas such as fire extinguisher inspections, sprinkler inspections, fire alarm inspections, safety inspections, etc.
- Assist with incident investigations related to Root Cause Analysis for the Safety Compliance Officer
- Organizes travel arrangements for department directors
- Schedules tent availability for events on campus
- Performs other job related duties as assigned

Skills, Knowledge and Abilities

- Knowledge of office management systems and procedures
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Experience in working with Microsoft Office (Word, Excel, PowerPoint)
- Ability to plan, organize, and schedule projects to meet deadlines
- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem solving skills
- Banner experience preferred but not required
- Able to operate basic office equipment, computers, fax, switchboard, copier and scanners, etc.

Education

- High school diploma or equivalent; college degree preferred
- At least 2 years of experience in the field or in a related area

Salary Statement

\$29,500.00 - \$38,400.00 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 by December 6, 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.