



# WEST VIRGINIA STATE UNIVERSITY

## **Office Assistant Office of Undergraduate Recruitment and Admission**

### **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**

Under the direction of the Associate Director of Undergraduate Recruitment and Admissions, the Office Assistant will oversee the day-to-day operations of the office environment. This individual will ensure that the office runs efficiently and the Team Members have the resources and tools necessary to be successful. The incumbent will also oversee the administrative or support staff (work study students). The Office Assistant will ensure that the customer and client queries/complaints are addressed, keep team members productive and motivated, and create an office environment that is clean and safe. The incumbent also ensures the office of Admissions operate smoothly and cost-effectively.

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

### **Responsibilities for the Office Assistant**

- Supports the work of all office Team Members to ensure they work productively and meet deadlines and company standards
- Facilitate inquiries/concerns and outreach to and from prospective clients
- Facilitate monetary needs and coordinates office supplies.
- Organize maintenance request to keep the office clean and safe to ensure proper working order

- Report office progress to leadership team and working with them to improve office operations and procedures
- Provide presentations to small and large group of prospective students, families, high school guidance counselors, community college coordinators and others who engages the University and seeks to visit the campus.

### **Requirements for the Office Assistant**

- High School Diploma or GED
- 2-3 years of experience as an office clerk, administrative assistant, secretary or similar role

### **Skills, Knowledge and Abilities:**

- Excellent time management skills and ability to prioritize work
- Organization and the ability to multitask to complete a wide variety of tasks
- Flexibility to help them adjust to new tasks if company or office needs change
- Strong interpersonal skills to interact positively with all employees
- Leadership ability to manage challenges and oversee employees
- Attention to detail to ensure tasks are completed thoroughly and correctly
- Working knowledge of mail processes, including how to use postage machines
- Familiarity with Microsoft Office Suite
- Bookkeeping skills
- Reliability and discretion
- Strong written and verbal communication skills to produce reports, assign tasks, accept instructions and handle vendor contracts, among other tasks
- Hands on experience with office machines (e.g. copiers, fax machines, printers)
- Perform other duties as assigned.

### **Salary Statement**

\$24,900 - \$30,000 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, copy of diploma or GED and the names and email addresses or phone numbers of three professional references by November 19, 2021. 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, 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](mailto:hr@wvstateu.edu).**