



WEST VIRGINIA STATE UNIVERSITY

Special Assistant to the President President's Office

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 has an opening for a Special Assistant to the President. The Special Assistant to the President is an exempt position within the President's Office and a member of a collaborative support staff team. The position is responsible for providing a wide variety of clerical support to the President's Office, as appropriate and necessary to ensure that the services and functions of the office are carried out in an efficient and professional manner. The position also oversees the University Presidential Residence and coordinates with vendors, Physical Facilities, and other internal/external teams to maintain the operation of all aspects of the upkeep of the President's House. The position reports to the Chief of Staff

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

Responsibilities for the Special Assistant to the President

- Supports senior staff in the day-to-day operations of the President's Office
- Provides front-line customer service for the President's Office through answering the office phone and greeting guests;
- Provides administrative duties;
- Assists with scheduling and/or attending meetings for minutes or notes;

- Assists in coordinating various special events under the auspices of the President's Office;
- Manages the President's House;
- Schedules and supervises housekeeping services for the President's Office, President's House, and Executive Conference Room;
- Oversees all routine and emergency maintenance and repairs for the President's House in coordination with Physical Facilities;
- Maintains records of all preventative maintenance, including HVAC and appliance maintenance;
- Schedules monthly pest control and health and safety hazard inspections in coordination with Physical Facilities;
- Assists with events, receptions and dinners held at the President's House, including coordinating with the President's Office support staff team, Physical Facilities and caterer on logistics for set up, take down and cleaning;
- Provides assistance for household as requested; and
- Provides confidential administrative and project support to the University President.

Requirements for the Special Assistant to the President

- Bachelor's Degree
- 2 Years Administrative/Clerical Support
- Valid driver's license preferred

Knowledge, Skill and Abilities

- Strong written and verbal communication skills
- Self-driven and able to complete complex tasks with limited supervision
- Ability to maintain strict confidentiality
- Proficiency in Microsoft Office, e-mail, internet, and other relevant software; ability to operate standard office equipment.
- Ability to deal with varied personalities and maintain pleasant customer service attitude; strong interpersonal skills
- Must possess excellent organization and time management skills, including ability to prioritize workflow and coordinate activities
- Have the skill to independently address problems related to various interoffice and student concerns
- Provide high quality customer service
- Previous experience in a similar role preferred
- Must be able to work flexible hours
- Experience supporting a senior executive preferred

Salary Statement

\$34,000 - \$38,000 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, academic transcripts, and the names and email addresses or phone numbers of three professional references by December 1, 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.