

Institute, West Virginia

# Job Title: Administrative Assistant

**Department/Office**: Cooperative Extension Service

**Reports to**: Assistant Dean/Assistant Director for Extension

**FLSA Status:** Non-Exempt

**Office Location:** Institute, WV

**Summary**

This position provides administrative support for Extension staff (may be assigned to one or more of the following areas: Agriculture and Natural Resources; Community Vitality and Economic Development; Family and Consumer Science; or 4-H Youth Development). In addition to filing, copies, completing credit card requisition forms, coordinating mailings, and working on small projects as needed. This is a full-time position employed by the West Virginia State University Research & Development Corporation.

**Main Duties and Responsibilities**

* Collect and process all credit cards for Extension staff daily
* Sorts, opens and distributes mail
* Document delivery of items to IREB and B&F
* Attend activities and meetings as needed with Extension
* Answers phones and records messages
* Works independently and within a team on special projects
* Order supplies as needed
* Compile various Extension reports
* Other duties as assigned

**Required Skills and Traits**

* Work independently and within a team on special projects
* Knowledge of Microsoft Word, Excel, and PowerPoint and other software
* Excellent verbal and non-verbal communication skills
* Time management skills (ability to balance multiple tasks)
* Self-motivated

**Work Environment**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. This role routinely uses standard office equipment such as computer, telephone, photocopiers, and fax machines.

**Physical Demands**

The physical demands of the job are minimal. The employee will frequently use a computer. The employee will be required to stand and walk; bend and stoop; and lift and carry items.

**Position Type and Expected Hours of Work**

This is a full time position with benefits. The normal work hours are Monday-Friday (8:30am-5:00pm) and summer hours are Monday-Friday (8:00am-4:00pm). The job may require working beyond normal business hours. All overtime will need to be approved by the immediate supervisor.

**Travel**

Limited travel will be required for this position.

**Required Education and Experience**

High school diploma or Associate Degree.

**Additional Eligibility Qualifications**

Flexible work hours including evenings and occasional overnight stays required. Valid driver’s license in good standing. The employee must be eligible to work in the United States.

**Work Authorization/Security Clearance**

This position is designated as security-sensitive. Before an offer of employment is made, a pre-employment background investigation will be completed, which may include a criminal background check, educational, DMV and prior employment.

**To Apply**

Preferred: Information accepted as emailed in a Microsoft Word or PDF format to [rdemployment@wvstateu.edu](mailto:rdemployment@wvstateu.edu). Qualified candidates should submit a cover letter, resume, unofficial transcript and contact information for three professional references (name, title, address, phone number, and email address).

**Closing Date**

This position will remain open until filled. However, first consideration will be given to applicants who apply by May 1, 2024.

**Hard Copy Applications**

ATTN: Search Committee for:Administrative Assistant

West Virginia State University Research and Development Corporation

PO Box 1000, 201 Byers Admin. Bldg.

Institute, WV 25112

**AAP/EEO Statement**

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. To request disability accommodation contact: Michael Casey or email: [ada@wvstateu.edu](mailto:ada@wvstateu.edu).

Concerns and complaints related to bias or equal opportunity in education and in employment based on aspects of diversity protected under federal, state, and local law, or arising under Title IX should be directed to Carolyn Stuart, EEO Officer, at (304) 204-4018.

**Women, minorities, people with disabilities and veterans are encouraged to apply.**