



Job Title: Administrative Assistant – Healthy Grandfamilies

Department/Office: Healthy Grandfamilies

Reports to: Interim Director

Summary

This position provides administrative support for the WVSU Healthy Grandfamilies Program staff. In addition to data entry, data management, filing and scheduling, this job also performs duties such as record keeping, coordination of meetings and conferences, obtaining supplies, coordinating direct mailings, and working on special projects. The administrative assistant answers non-routine correspondence and assembles highly confidential and sensitive information. Must be able to interact with a diverse group of external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize diversified workload, and recommends changes in office practices or procedures.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Schedules and organizes complex activities such as meetings, travel, conferences and department activities for all members of the department.
- Establishes, develops, maintains, organizes, and updates filing system for the office. Retrieves information from files as needed.
- Establishes, develops, maintains all media releases covering the program.
- Organizes and prioritizes data, information and calls.
- Sorts, opens and distributes mail. Drafts written responses or replies by phone or e-mail as necessary. Responds to regularly occurring requests for information.
- Answers phones, takes messages and fields/answers all routine and non-routine questions.
- Acts as a liaison with other departments and outside agencies. Handles confidential and non-routine information and explains policies when necessary.
- Works independently and within a team on special nonrecurring and ongoing projects.
- Assists with data entry from all 55 counties.
- Other duties as assigned.

Specific Duties and Responsibilities:

- Schedules WVSU Healthy Grandfamilies coalition meetings, travel packets for staff staying out of town, car request forms, assists with conference planning.
- Logs incoming calls from grandfamilies, completes intake form on family, transfers information to Excel data base, and provides demographic information to staff on request.
- Maintains a file on all media concerning the program.
- Manages incoming mail and correspondences. Files and responds according to the supervisor's plan.
- Answers incoming calls on the assistants dedicated line and other calls that come in and cannot be answered by other staff.

Required and Desired Skills and Traits

- Microsoft Office
- Beginning bookkeeping and budget management skills

Supervisory Responsibilities

NA

Competencies

- Technical Capacity
- Organizational skills
- Personal effectiveness/credibility
- Thoroughness
- Collaboration skills
- Communication proficiency verbal and written
- Flexibility
- Extensive software skills
- Internet research abilities

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Type and Expected Hours of Work

Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Summer schedule is Monday through Friday, 8 a.m. to 4 p.m. However, due to the nature of the job performed, flexible hours, including evenings, weekends and occasional overnights, may be required.

Travel

Limited travel could be required.

Required Education and Experience

- High school diploma
- Administrative experience

Additional Eligibility Qualifications

None required for this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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. Qualified candidates may submit a cover letter, resumé, unofficial transcript and contact information for three professional references (name, title, address, phone number, and email address).

Hard copy applications may be sent to:

ATTN: Search Committee for Administrative Assistant, Health Grandfamilies
West Virginia State University Research and Development Corporation
PO Box 1000
201 ACEOP Admin. Bldg.
Institute, WV 25112

AAP/EEO Statement

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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.