



WEST VIRGINIA STATE UNIVERSITY

Academic Program Associate

College of Natural Sciences and Mathematics

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

The Academic Program Associate performs a variety of duties in accordance with policies, procedures of the University and the College of Natural Sciences and Mathematics (CNSM).

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

Responsibilities for the Academic Program Associate

- Manage the day-to-day operations of the College office by coordinating its workflow and providing a broad spectrum of secretarial services and assistance to the Dean, the department chairs, and the faculty members in the CNSM.
- Purchasing:
 - Coordinate and process purchasing requests for Biology, Chemistry, Physics, Computer Science, and Engineering supplies.
 - Prepare and submit purchase requisitions through the university's procurement system, following university and grant-specific procurement policies.

- Communicate with vendors to obtain price quotes, confirm specifications, and ensure prompt and accurate delivery of goods.
 - Track and follow up on outstanding orders to verify proper receipt, condition, and fulfillment.
 - Maintain accurate and well-organized records of all purchases, receipts, and expenditures for auditing and reporting purposes.
 - Monitor and reconcile the P-Card monthly with the state auditor's office and the university system, ensuring all transactions are properly documented, categorized, and within budget.
 - Complete Title III purchasing paperwork for faculty and staff, and track delivery of items as requested.
 - Complete R&D and other grant-funded purchasing paperwork for faculty, and track delivery to ensure compliance with grant requirements and reporting obligations.
 - Monitor all College budgets and alert supervisors of potential overspending or discrepancies.
 - Make occasional trips to local stores to purchase perishable lab supplies.
 - Liaise with the University's Business and Finance, Title III, and R&D offices to ensure timely processing, resolution of issues, and compliance with institutional policies.
 - Maintain and monitor inventory of frequently used office and printing supplies and initiate restocking to avoid shortages. Also, Ensure the timely procurement of office supplies for the College and all departmental offices.
 - Ensure all purchasing activities comply with university policies, grant regulations, and proper documentation standards for audit readiness.
- Use Banner to enter and manage class schedules, assign classrooms, resolve scheduling conflicts, and communicate changes to students.
 - Prepare/process appropriate forms for travel authorization, coordinate arrangements for approved travel, and process the travel reimbursements for the College employees.
 - Maintain official and confidential records for the Dean's office and the departments in the College, including those related to grades, graduation, student and faculty issues, correspondence, and registration information.
 - Provide assistance to students, staff, faculty, and visitors.
 - Compose a variety of correspondence related to faculty and students. Utilize the WVSU email system for staff and faculty notifications.
 - Maintain a listing of classroom schedules and office hours for the CNSM faculty.
 - Take minutes at CNSM's general faculty meetings.
 - Make meeting arrangements by setting up meeting rooms, preparing materials, and notifying attendees.
 - Maintain college record of all textbook orders.
 - Assist with planning college events.
 - Serve as timekeeper for the College staff and student workers.
 - Provide training for work-study and student workers.
 - Perform other duties as assigned by the Dean.

Requirements for the Academic Program Associate

This position requires a bachelor's degree and at least two years of secretarial/clerical experience. Additional years of experience may be substituted for the required education on a year for year basis.

The successful candidate must possess a high level of administrative office skills utilizing MS Word, MS Excel, and other relevant programs; have strong organizational skills; be able to coordinate different administrative tasks; set and meet deadlines; have excellent written and oral communication skills as well as interpersonal skills; have the flexibility to accommodate unexpected changes in priorities of work schedules; be dependable and punctual; and have the ability to communicate and work with a diverse group of people.

Salary Statement

Salary is commensurate with experience and education

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, and the names and email addresses or phone numbers of three professional references by August 22, 2025. 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, 324 Ferrell Hall
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. West Virginia State University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact, please contact the Disability and Accessibility Resources unit at 3040766-3083 or ada@wvstateu.edu.