Program Administrative Assistant (Part-Time)
Remote & Wallace Hall, West Virginia State University, Institute, WV

West Virginia State University

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 2,600 students. WVSU offers 23 undergraduate and 6 graduate degrees, along with one doctoral degree. WVSU competes in athletics at the NCAA Division II level in 7 men's sports and 8 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 200,000 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 Department of Social Work is seeking an organized, detail-oriented individual to serve as the Program Assistant for the Title IV-E Child Welfare Training Program. This position provides administrative support to the Title IV-E Director and Title IV-E Coordinator to assist with the daily operations of the federally funded program. This is a non-classified, non-essential, FLSA non-exempt, part-time, benefits-ineligible position that reports directly to the Title IV-E Director. This position offers a flexible work schedule based on program needs; however, occasional evening and weekend hours may be required to support meetings, trainings, conferences, and other program-related events.

The Title IV-E Child Welfare Training Program is a federally funded Social Security Act initiative that provides states and tribes with matching funds for foster care, adoption assistance, and kinship guardianship. It covers workforce training and specialized education (tuition and stipends) for social work students who commit to working in public child welfare.

Responsibilities for the Program Assistant

The Program Assistant will provide administrative and operational support for the Title IV-E Child Welfare Training Program, including but not limited to:

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Administrative Support

- Manage calendars for the Title IV-E Director and Title IV-E Coordinator related to program activities
- Track required forms, reports, and program deadlines
- Assist with maintaining confidential participant records in accordance with university policies and applicable regulations
- Prepare purchasing, reimbursement, and other routine administrative documentation
- Maintain inventory of program supplies and materials
- Assist with data entry and record management under the direction of the Director or Coordinator

Communication and Program Coordination

- Prepare newsletters, announcements, and other program communications
- Maintain program contact lists and distribution lists
- Assist with updating program materials, forms, and informational resources
- Coordinate registrations for meetings, trainings, conferences, and other program events

Meeting and Event Support

- Coordinate meeting logistics, including scheduling, room reservations, and materials preparation
- Prepare meeting agendas, handouts, and minutes as requested
- Provide administrative support for advisory committee meetings, trainings, workshops, and other program events
- Maintain a flexible schedule to support occasional evening or weekend program activities, meetings, and events

Records Management

- Maintain organized electronic and paper filing systems for program documentation
- Assist with organizing program records to support reporting, compliance, and audit requirements
- Perform other administrative duties as assigned in support of the Title IV-E Child Welfare Training Program

Requirements for the Program Assistant

Minimum Qualifications

- High school diploma or equivalent
- Two years of progressively responsible administrative or office support experience, or an equivalent combination of education and experience
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint)
- Excellent organizational, interpersonal, and written communication skills
- Ability to manage multiple tasks while maintaining attention to detail
- Ability to maintain confidentiality and handle sensitive information with professionalism

Preferred Qualifications

- Associate's degree or higher
- Experience providing administrative support within higher education, government, or a grant-funded program
- Experience coordinating meetings, maintaining records, and preparing administrative reports
- Familiarity with purchasing and reimbursement procedures

Knowledge, Skills, and Abilities

- Strong organizational and time management skills
- Ability to prioritize competing responsibilities and meet deadlines
- Excellent customer service and interpersonal communication skills
- Ability to work independently as well as collaboratively with faculty, staff, students, and community partners
- Ability to learn university systems and follow institutional policies and procedures
- Commitment to accuracy, professionalism, and confidentiality

Salary Statement

Compensation: $20.51 per hour with an anticipated work schedule of approximately 18-20 hours per week

To Apply:

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 November 20, 2026. The position will remain open until filled. 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 employer committed to providing access, equal opportunity, and reasonable accommodation in employment and in its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or disability. Individuals who require reasonable accommodation to participate in the job application or interview process should contact the Disability and Accessibility Resources unit at 304-766-3083 or ada@wvstateu.edu

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