



# Bluefield State College

Job Vacancy Announcement

## Administrative Secretary Senior

**POSITION TITLE:** Administrative Secretary Senior

**JVA#:** 2021-19

**DEPARTMENT:** Dean of Students Office

**POSITION SUMMARY:** The **Administrative Secretary Senior** is responsible for the efficient operation of the Dean of Students Office within the Division of Student Affairs. This position provides secretarial and administrative support to the Dean, and performs other duties as assigned to support units within the Division of Student Affairs and campus operations.

**POSITION CLASSIFICATION/COMPENSATION:** This position is Classified, Full-time, carries a Non-exempt status under the Fair Labor Standards Act, and is a Pay Grade 3. Actual compensation will be commensurate with specific qualifications and experience related to the position. Position is dependent upon available funding.

### CORE RESPONSIBILITIES:

- Assisting the Dean of Students by providing administrative support to maintain the student conduct software case management system, and to support student housing occupancy management protocols and processes as well as new student orientation programs.
- Assisting the Dean of Students with typing, copying, drafting memos, and performing the scheduling of student and staff meetings.
- Assisting the Dean of Students with the maintaining of filing systems, filing, data entry, running reports, processing travel vouchers and other financial-related documents (may include processing of employment requests, purchasing requests and reconciliations, as examples) accurately and within stipulated deadlines.
- Assisting students, staff, faculty, and visitors who contact the Dean of Students Office via telephone, electronic communications, walk-ins, and other forms of inquiries, referring inquiries to others as may be appropriate. Provide professional, courteous and prompt assistance by responding to all inquiries within one business day.
- Supervising work study and regular student employees. Includes scheduling these workers, verifying actual hours worked and ensuring that the duties assigned to student workers are completed in a satisfactory manner.
- Adhere to and comply with academic, administrative and organizational policies and procedures in the performance of assigned job duties.
- Scheduling assigned spaces including the Swimming Pool, Auditorium, and Student Union spaces.

- Ordering supplies and placing orders for the Dean of Students. Follow financial transaction procedures, including purchase reconciliations, as assigned.
- Ensuring that the outgoing and incoming mail is processed and responded to appropriately.
- Performing additional duties as assigned by the Dean of Students.

**MINIMUM REQUIRED QUALIFICATIONS:** Business, technical and/or vocational school education of at least 18 months beyond high school with an emphasis on office management, business administration, computer science or related area. At least two years of experience in each of the following: 1) Recent, relevant secretarial and/or administrative support work experience similar to the job duties identified in this job posting; and 2) Successful experience operating personal computers and using office software, including performing word processing and creating and/or maintaining spreadsheets. Demonstrated ability to operate personal computers, preferably utilizing the following software packages: Microsoft Word, Excel, Access, PowerPoint, Windows. Excellent written and oral communication skills. Ability to operate standard office equipment. Demonstrated knowledge of correct grammar, spelling, punctuation and sentence structure. Strong interpersonal skills with the ability to maintain cooperative working relationships among all levels of employees within the organization. Demonstrated knowledge of the principles and practices of fiscal record keeping, file maintenance, report generation and data entry. Problem solving ability with tactful responsiveness to students, faculty, other campus departments, the public, and alumni. Ability to work with several persons requiring attention at the same time. Ability to remain professional and calm when responding to stressful situations and time schedules. Ability to perform most administrative and secretarial work independently in support of the Dean of Students Office. Ability to maintain confidentiality. Must maintain a valid U. S. Driver's License.

**PREFERRED QUALIFICATIONS:** An Associate's degree in related area is preferred. Experience in the following areas: Fiscal transaction and recordkeeping experience, such as processing purchasing and travel forms; report preparation; meeting and event coordination and preparation; calendar management in a fast-paced office environment; supervision (such as, of student workers); and BANNER experience preferred.

**THE COLLEGE:** The mission of Bluefield State College is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State College prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the College is available at [www.bluefieldstate.edu](http://www.bluefieldstate.edu).

**APPLICATION PROCEDURE:** Completed applications are to be submitted in electronic format only to [humanresources@bluefieldstate.edu](mailto:humanresources@bluefieldstate.edu) and must include:

1. Letter of interest specific to the position;
2. A completed BSC Employment Application (form available at <https://www.bluefieldstate.edu/resources/human-resources/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

**DATE POSTED:** October 21, 2021

**CLOSING DATE:** For full consideration, applications must be received by 4:00 pm EST, Friday, November 5, 2021. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

*Bluefield State College is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The college complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State College does not provide H1B visa or employment sponsorship.*