



# Bluefield State College

Job Vacancy Announcement

## Administrative Assistant

**POSITION TITLE:** Administrative Assistant

**JVA#:** 2021-20

**DEPARTMENT:** Maintenance/Physical Plant

**POSITION SUMMARY:** Reporting to the Director of Maintenance, the **Administrative Assistant** is responsible for the efficient day to day administrative support operations of the Maintenance Department. This position provides administrative support and secretarial assistance to the Director of Maintenance, and performs other duties as assigned that support the department. Services within the department include but may not be limited to landscaping, custodial, fleet (vehicle) management, and trades.

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

### CORE RESPONSIBILITIES:

- Perform administrative support tasks and assist with coordinating the day to day administrative operations of the Maintenance Department.
- Answer customer service calls and process departmental work orders.
- Perform data entry and other office functions such as setting up and maintaining files, arranging meetings and receiving, referring and/or answering mail.
- Order and maintain inventory of office supplies.
- Coordinate vendor and contractor sign in process for immediate supervisor.
- Prepare monthly reports for review by immediate supervisor.
- Process and properly document department credit card purchases obtaining supervisor's approval in advance for all purchases. Perform purchases in accordance with purchasing procedures, including maintaining appropriate documentation regarding payment of credit card purchases and performing reconciliation of fiscal transactions.
- Maintain receivables recordkeeping within the department.
- Assist immediate supervisor by drafting correspondence, maintaining calendar, scheduling meetings and performing other secretarial duties as assigned.
- Maintain equipment inventory records for immediate supervisor.
- Coordinate Vehicle Fleet documentation as assigned by immediate supervisor. Includes but may not be limited to preparing information for reporting to the state, coordinating departmental monthly facility preventative maintenance on Vehicle Fleet equipment and

documentation. An example is to maintain documentation regarding oil changes for fleet vehicles.

- Assist with timesheet process within Maintenance Department in accordance to supervisor's direction.
- Perform job duties in accordance with relevant federal and state regulations, policies and procedures, as well as College policies and procedures.
- Perform other duties as assigned.

**MINIMUM REQUIRED QUALIFICATIONS:** High school diploma or GED. At least six months of experience in an administrative support or secretarial position required. Ability to work effectively and courteously in a fast-paced department. Excellent customer service skills. Proficient in Microsoft Word, PowerPoint, Excel and Outlook. Strong oral and written communication skills. Data Entry skills. Attention to detail/accuracy and strong organizational skills. Must maintain a valid U.S. Driver's License.

**PREFERRED QUALIFICATIONS:** Associate's degree in area related to position's responsibilities preferred. At least two years of experience in an administrative support or secretarial position demonstrating strong customer service skills.

**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 (if applicant indicates a degree. Unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

**DATE POSTED:** November 11, 2021

**CLOSING DATE:** For full consideration, applications must be received by 4:00 pm EST, Tuesday, November 30, 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.*