



# Bluefield State University

Job Vacancy Announcement

## Administrative Assistant

**POSITION TITLE:** Administrative Assistant

**JVA #:** 2023-02

**DEPARTMENT:** Office of the President

**POSITION SUMMARY:** Reporting to the Chief of Staff, the **Administrative Assistant** serves as the Office of the President's receptionist and performs a wide variety of routine administrative support duties for the leadership staff whose offices are located in the President's office suite (currently includes the President, the Chief of Staff, the Executive Vice President (EVP) and General Counsel, and the Vice President for Media Relations). This position also provides administrative support to the Bluefield State University (BSU) Board of Governors. Confidentiality, tact, diplomacy, excellent customer service and attention to detail are essential in all aspects of this position.

### CORE RESPONSIBILITIES:

- Serve as the receptionist/first point of contact for the multiple offices in the President's office suite. Provide customer service to internal and external customers. Respond to routine inquiries, directing more complex inquiries to appropriate individuals.
- Take messages, greet, and direct others to appropriate person(s) for assistance as may be needed.
- Schedule appointments, meetings and events, including virtual meetings using Google Meet and/or MS Teams, as examples. Also, effectively coordinate calendars, meetings, and travel arrangements for assigned leaders within the President's office suite, in good order, prioritizing appropriately and resolving potential scheduling conflicts.
- Provide administrative assistance to the President, leadership in the President's Office, and occasionally to the Board of Governors. Examples of duties include typing, tracking projects, copying, data entry, drafting routine correspondence, preparing public meeting notices, taking meeting minutes, and maintaining important records and filing systems.
- Sort, distribute and circulate mail.
- Serve as steward of highly confidential information and act as a trustworthy liaison to communicate/relay information to the appropriate party in a timely manner.
- Responsible for performing Board notice and posting requirements per the WV Open Meetings Law; record, type and distribute meeting minutes and forward to the appropriate parties for posting. May perform additional Board-related duties.
- Coordinate special events as assigned, including visits by BSU guests, award ceremonies, convocations, and commencements. Responsible for all aspects of special events and activities assigned, including but not limited to event/activity planning, securing venues and arranging their set-up, ensuring A/V needs are met, tracking event attendance as appropriate, preparing relevant correspondence such as invitations/RSVPs/thank yous, planning menus, coordinating other event logistics, serving as the main point of contact, and monitors and processes expenditures within

budget. Event examples include the President's annual Faculty and Staff Recognition event, Employee of the Year awards, Faculty of the Year awards, fundraising events, etc.

- Maintain West Virginia Notary Public status for notarizing University-related documents such as oath of office and submits appropriate documentation to the WV Secretary of State.
- Ensure that all approved policies are sent to the West Virginia Higher Education Policy Commission (HEPC) following the Board meeting.
- Ensure that all required HEPC reports are prepared and submitted accurately and on time.
- Monitor and process expenditures within budget, authorizing various expenditures, and reconciling expenditures, as assigned.
- Perform other duties as assigned.

#### **MINIMUM REQUIRED QUALIFICATIONS:**

- Associate's degree from an accredited institution. At least two years of recent, relevant job-related experience or equivalent may substitute for degree requirement.
- At least three months of experience in each of the following areas (student work experience will qualify): (1) Recent, relevant experience providing administrative support in an office setting preparing documents, correspondence and reports; (2) Excellent customer service experience using strong interpersonal skills to communicate effectively with diverse constituents; and (3) Proficiency in the operation and use of personal computers.
- Ability to exercise tact, excellent judgment, integrity, discretion and to maintain confidentiality in all matters when handling sensitive situations or work assignments.
- Demonstrated ability to work effectively and efficiently, independently as well as collaboratively, with a high degree of accuracy.
- Ability to resolve issues in an appropriate manner utilizing information that may be limited or ambiguous.
- Excellent organizational and time management skills. Ability to establish priorities, handle multiple tasks with competing deadlines, conflicting demands, frequent interruptions and produce accurate, detailed work within established timeframes and within budget.
- Excellent oral and written communication skills. Demonstrated ability to compose documents, using correct grammar and punctuation. Excellent proofreading and editing skills.
- Excellent attention to detail; excellent record keeping and file management skills.
- Proficient technology skills: Experience with word processing, database, spreadsheet, presentation, and communications software. Ability to learn new technology quickly, including mobile based software tools.
- Ability to plan, coordinate and execute special events and activities.
- Excellent skill in scheduling and coordinating multiple calendars.
- Must be able to meet occasional evening and weekend work requirements.
- Valid driver's license.
- West Virginia Notary Public – To be able to notarize institutional and BOG documents and administer Oath of Office to newly appointed Board of Governors members. [Note: Successful candidate must be able to obtain West Virginia Notary Public status within 45 days of hire date].

#### **PREFERRED QUALIFICATIONS:**

- At least two years of administrative support experience to a chief executive, governing board or similar office environment.
- Fiscal experience, such as office bookkeeping or maintaining budgets.
- Demonstrated working knowledge of current higher education issues and operations preferred.

**POSITION CLASSIFICATION/ COMPENSATION:** This position is Nonclassified, Full-time, 1.0 FTE, carries a Non-Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Salary will be commensurate with qualifications and experience. Position is dependent upon available funding.

**THE UNIVERSITY:** The mission of Bluefield State University is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State University prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the University 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 BSU Employment Application (form available at <https://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 transcript verification 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. **Also, Bluefield State University does not provide H1B visa or employment sponsorship.**

**DATE POSTED:** January 19, 2023

**CLOSING DATE:** For full consideration, applications must be received by 4:00 pm EST, Friday, **February 3, 2023**. Review of applications will begin immediately. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

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