



Job Vacancy Announcement
Administrative Assistant – Part-time (20 Hours/Week)

POSITION TITLE: Administrative Assistant – Part-time (20 Hours/Week)

DEPARTMENT: Chief Administrative Office – Beckley Campus, located at the Erma Byrd Higher Education Center

POSITION SUMMARY: The Administrative Assistant is responsible for the efficient operation of the Bluefield State University-Beckley Campus. This position provides secretarial and administrative support to the chief administrative office and all faculty (including adjuncts and Resident faculty). The primary job responsibilities include managing the office, coordinating schedules, preparing correspondence, maintaining fiscal records and accounts, supervising student workers, and assisting with accreditation. The Administrative Assistant may also perform other duties as assigned to support campus operations.

COMPENSATION: \$15.00/Hour

THE UNIVERSITY: Bluefield State University, a historically Black Institution, is dedicated to preparing students for meaningful careers, informed citizenship, and active community service in an ever-changing global society. We provide affordable and accessible pathways to higher education through certificate, associate, bachelor's, and master's degree programs. **BSU welcomes all qualified candidates to apply.** For more information about the University, please visit www.bluefieldstate.edu.

APPLICATION PROCEDURE: Submit resume in electronic format only to tlewis@bluefieldstate.edu.

DATE POSTED: February 6, 2026

Bluefield State University is an HBCU, 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 an H1B visa or employment sponsorship.