



Bluefield State University

Job Vacancy Announcement Administrative Assistant

POSITION TITLE: Administrative Assistant

JVA #: 2024-04

DEPARTMENT: W. Paul Cole Jr., School of Business

POSITION SUMMARY: The Administrative Assistant is responsible for the efficient operation of the W. Paul Cole Jr., School of Business. The position provides secretarial and administrative support to the Dean/Chairs/Directors and all faculty (including adjuncts and Visiting faculty) within the W. Paul Cole Jr., School of Business.

CORE RESPONSIBILITIES: The primary job responsibilities include managing the office, coordinating schedules, preparing correspondence, maintaining fiscal records and accounts, supervising student workers, and assisting with accreditation.

- Manages the activities in the School Facilities including but not limited to, the Dean's office, Administrative Assistant's office, conference room, work-study spaces, computer labs, and common areas.
- Answers calls, emails, and regular mail, and greets students and visitors. Directs them to the appropriate faculty, staff, or office.
- Maintains effective filing systems for both paper and electronic documents, and archives confidential and sensitive documents and materials relating to students, faculty, and external agencies.
- Maintains an accessible database of commonly used forms.
- Maintains proper bookkeeping of School and special accounts using Excel or similar spreadsheet programs. These accounts may include grants, industry gifts, laboratory fee accounts, and travel.
- Maintains accurate and timely documentation of all expenses for the office or lab P-Cards. This includes proper purchasing, processing receipts, and reconciling transactions.
- Operates all office equipment as needed, including copiers, computers, scanners, and faxes, and sets up equipment for conference calls and virtual meetings. Procures equipment as needed for self, faculty, and Dean. Ensures equipment within the school's main office is properly maintained. Makes recommendations as needed to increase efficiency and benefit all constituents.
- Supports the School Dean directly by maintaining an appointment calendar.
- Assists the School Dean in developing School or departmental meeting agendas. Attends, records, disseminates, and files minutes of those meetings.
- Coordinates travel arrangements when necessary.
- Serves as liaison between School and other departments including other academic schools, administrative, and support offices.

- Reports safety and security issues to the appropriate authority.
- Orders and distributes keys as needed.
- Facilitates School's building maintenance by preparing work orders for building repairs including HVAC, plumbing, water, telephone, and elevator.
- Interviews, hires, and supervises work-study and regular student employees, scheduling their hours and ensuring the duties assigned to them are satisfactorily completed. Helps students process employment applications and sign their timecards.
- Articulates appropriate School, College, and HEPC policies and procedures.
- Provides information about School programs including, brochures, and relevant forms for students when asked, and forwards inquiries to the appropriate faculty or office.
- Assist with Programmatic Accreditation by maintaining files, processing paperwork, and communicating with external bodies.
- Updates programmatic brochures and/or handbooks following changes in curriculum and consultation with relevant faculty. Routinely checks School webpages for accuracy.
- Greets prospective students and gives tours in the absence of School personnel.
- Assists current students with enrollment, registration, and processing of academic forms.
- Maintains accurate documentation of 45-hour and 90-hour program course sequencing charts.
- Maintains lists of advisory committee members and, with the assistance of the relevant faculty, organizes and coordinates meetings or special events such as luncheons.
- Works with department chairs and directors in developing and posting class schedules for academic programs. Ensures accuracy of course schedules and appropriate delivery designations in Banner/Dynamic Schedule. Schedules classrooms and labs, and reviews schedules to avoid scheduling conflicts.
- Assists faculty in preparing book orders and ensuring proper transfer of information to the bookstore. Orders desk copy books and materials for full-time and adjunct faculty as requested.
- Ensures faculty have the appropriate technology and office and classroom supplies necessary for their courses.
- When requested, prepare documents such as letters, forms, and reports.
- Systematically maintains contact information on all School personnel, graduates, and active and prospective students.
- Perform other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS:

- Associate's degree from an accredited institution.
- Excellent oral and written communication, organizational, and computer skills including but not limited to Microsoft Office Word, Excel, Access, PowerPoint, Outlook, Banner and web page management software.
- Strong interpersonal skills with the ability to maintain cooperative working relationships among all levels of employees within the organization.
- Demonstrated knowledge of principles and practices of fiscal record keeping, file maintenance, report generation, and data entry.
- Problem-solving ability with tactful handling of students, faculty, and other schools on campus.

- Ability to work with several persons requiring attention at the same time.
- Ability to adapt to stressful situations and time schedules.
- Ability to work independently and make decisions to benefit programs within the school.
- Ability to maintain confidentiality.
- Valid driver's license

PREFERRED QUALIFICATIONS: Bachelor's degree from an accredited institution.

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. The position is dependent upon available funding. Salary with qualifications and experience. This position is contingent upon available funding.

THE UNIVERSITY: The mission of Bluefield State University is to provide students with 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.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to 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: February 14, 2024

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, Thursday, **February 29, 2024**. Review of applications will begin immediately. Applications will be accepted until the 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 an H1B visa or employment sponsorship.