



Job Vacancy Announcement

Executive Secretary to the President

POSITION TITLE: Executive Secretary to the President

JVA #: 2024-15

DEPARTMENT: Office of the President

POSITION SUMMARY: Reporting to the President, this position manages the President's Office operations relative to matters of institutional importance. Handles a wide range of faculty, staff, student, and public affairs issues, provides executive administrative support to the President and Bluefield State University Board of Governors, manages the President's University affairs and scheduling to ensure the President's time is used efficiently, and with impact, plans special events and performs special projects while tracking the progress of core institutional initiatives. Serves as first line of contact to the President, secretary to the Board of Governors, liaison to the President's Cabinet, the campus community, the West Virginia Higher Education Policy Commission, state and local community, political leaders, benefactors, and the public. Confidentiality, extreme tact, diplomacy, professional courtesy, and attention to detail are essential in all aspects of this position.

POSITION CLASSIFICATION/ COMPENSATION: This position is Nonclassified, Full-time, 1.0 FTE, carries an 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.

CORE RESPONSIBILITIES:

- Manages office operations for the Office of the President, serving as the first point of contact. Conducts highly sensitive and confidential executive-level support work requiring awareness of the President's priorities in relation to the University, the Board of Governors, and other external entities. Must be responsive to evolving position, office, and organizational needs. Exercises independent judgment concerning matters requiring the President's attention and engages the President as needed. Responds to inquiries in a professional, courteous, accurate and timely manner, providing appropriate follow-through.
- Provides professional assistance to the institution's President. Proactively assists the President in managing office workflow, including drafting correspondence, remarks, and announcements, and maintaining important records and filing systems.
- Prepares the President for participation in campus and community events, including but not limited to performing research, gathering data, drafting talking points, writing reports, and creating and/or conducting presentations.

- Serves as steward of highly confidential information and acts as a trustworthy liaison between the President and internal and external stakeholders on key matters.
- Serves as Secretary to the Board of Governors working in direct contact with the Chair and other Board members as needed.
- Provides leadership for Board agenda development and Board development in collaboration with the President. Maintains Board of Governors Manual containing up-to-date policies, procedures WV Ethics Code, etc., and distributes to BOG members
- Manages Board notice and posting requirements per the WV Open Meetings Law; records, types, and distributes meeting minutes and forwards to the appropriate parties for posting. Performs additional Board-related duties.
- Manages special events as assigned, including visits by BSU guests, award ceremonies, employee and retiree annual celebrations and awards, convocations, and commencements. Responsible for all aspects of special events and activities planning, including but not limited to securing venues and arranging their set-up, ensuring A/V needs are met, tracking event attendance as appropriate, preparing relevant correspondence such as invitations/RSPVs/thank yous, planning menus, coordinating other event logistics, serving as the main point of contact, and monitors and processes expenditures within budget.
- Manages projects assigned by the President, such as participating in and tracking strategic planning and policy initiatives.
- Effectively manages student workers, developing meaningful work assignments while monitoring quality work product and task completion.
- Makes decisions calmly in a rapidly changing environment utilizing information that may be limited or ambiguous.
- Interprets and ensures compliance with federal and state statutes and regulations, rules and policies of the Board of Governors, and administrative directives of the President.
- Maintains 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.
- Ensures that all approved policies are sent to HEPC following the Board meeting.
- Ensures that all required HEPC reports are prepared and submitted accurately and on time.
- Conducts administrative and logistical support for the President as assigned. This includes effectively coordinating the President's calendars, meetings, and travel arrangements in good order, prioritizing appropriately and resolving potential scheduling conflicts managing, monitoring, and processing expenditures within budget, and authorizing various expenditures as assigned.
- Develops and/or uses reports and analytics.
- 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 requirements.
- 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, and 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.

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 <https://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/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: June 21, 2024

CLOSING DATE: For full consideration, applications must be received by 4:00 pm EST, Monday, **July 8, 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 H1B visa or employment sponsorship.