



# Bluefield State University

## Job Vacancy Announcement

### Administrative Assistant to the President

**POSITION TITLE:** Administrative Assistant to the President

**JVA #:** 2025-12

**DEPARTMENT:** Office of the President

**POSITION SUMMARY:** Provide high-level administrative assistance and support to the President and the Office of the President. Must operate with extreme tact and diplomacy to schedule appointments, resolve conflicts, screen problems and issues brought to the attention of the President. Confidentiality is essential in all aspects of the position. Serves as the first line of contact to the President and the President's Office, secretary and clerical assistant to the Board of Governors, and liaison to the President's Cabinet, the campus community, the Higher Education Policy Commission (the "HEPC"), and the public.

**POSITION CLASSIFICATION/ COMPENSATION:** This position is Nonclassified, Full-time, carries an Exempt status under the Fair Labor Standards Act, and serves at the will and pleasure of the President. Actual compensation will be commensurate with specific qualifications and experience related to the position. Position is dependent upon available state and/or grant funding.

**CORE RESPONSIBILITIES:**

- Serves as first-line of contact for the President's Suite through telephone, visitors, mail, and email correspondence, etc. Contacts include but are not limited to students, parents, faculty staff, Cabinet members, the Board of Governors, the Chancellor and the staff of HEPC, the Higher Learning Commission, community leaders, Alumni, and the Governor's office and legislators.
- Direct inquiries to the proper units, or directly to the President as appropriate. Capable of appropriately answering complex questions and returning calls as needed. Greet and direct visitors.
- Maintain and coordinate the President's calendar assuring appointments and meetings are timely, including appropriate information and reminders for on/off campus activities, speaking engagements, social events, conferences, and HEPC and Legislative visits, etc.
- Makes travel arrangements for the President and/or spouse – airline tickets, hotel reservations, meeting and conference registration, car rentals, etc. Complete travel

reimbursements when necessary in a correct and timely fashion for the President and spouse and request discretionary funds as necessary.

- Prepares appropriate setup for conference calls, webinars, Teams, Zoom, etc. conference calls through video conferences, conference calls, in person or online, and make certain that the President has the proper codes and materials for all meetings and that the proper equipment is available and in good working order.
- Compose to electronic mail and communication with faculty, staff, Board of Governors, community/state/and nationwide organizations.
- Prepare correspondence, sort, and post mail daily for the President's office. Compose responses to email, staff, faculty, Board of Governors community/state, and national organizations. RSVP to invitations, meetings, etc., after discussing and reviewing the President's calendar for the day/week/month.
- Request listings of students eligible for the President's list, prepare, sign, and send congratulatory letters. Keep files in order and archive outdated material periodically.
- Coordinates the President's budget and discretionary funds, balances, and maintains budget information. Assists other units in securing funds for special needs.
- Record, transcribe, and maintain minutes for the President's Cabinet meetings, and other meetings and events as requested by the President, the President's designee, or the Board of Governors chair.
- Compose from rough draft to final copy letters and memos, completing travel reimbursement forms, and supply order forms, and, after appropriate training, handling purchasing card as authorized and preparing and submitting log sheet reconciliations in a timely fashion making sure all documentation is accurate and in order.
- Create invitations from rough draft to final copy, arrange for printing, and mail to appropriate recipients as requested for an event hosted by the President.
- Handle reports, contracts, grievance documents, and all materials requiring the President's attention and/or signature with confidentiality and efficiency.
- Sign institutional purchasing requests, vehicle request forms, letters, and routine memos.
- Secretary to the Board of Governors ("BOG") working in direct contact with the Chair and other Board members as needed. This includes but is not limited to contacting all Board members for regular and special meetings; completing all work orders and details for meeting location and set up; working with food service liaison concerning menus and set up for dinner; collecting organizing, binding, and mailing all meeting material for review prior to BOG meetings; making sure all BOG members receive information packets in an orderly and timely fashion in preparation for the meeting; prepare and post, as necessary, all required notices, agendas and minutes for meetings and policies, including notices required by West Virginia law; prepare travel reimbursement forms for BOG members as requested

and maintain BOG travel budget; maintain attendance records of all meetings. Record, type, and distribute meeting minutes and forward to the appropriate parties for posting approved minutes to the BSU website and bulletins

- Maintain Notary Public status for notarizing institutional and Board documents. Administer the Oath of Office to newly appointed Board members by the Governor of West Virginia and submit appropriate documentation to the WV Secretary of State.
- Make sure all BOG members are supplied with the Board of Governors Manual containing up-to-date policies, procedures, and the WV Ethics Code, etc. Communicate policy and University issues with the Board Chair and Vice Board Chair on a regular basis.
- Work with food liaison, staff, and maintenance concerning menus and set up all Presidential social events or events associated with University events hosted by the President.
- Use BANNER to access names and addresses as necessary for the dissemination of information and to update the Board of Governors, President's administrative staff, HEPC, and local legislators' information as needed.
- Order, address, and mail holiday cards, commencement invitations, get well/sympathy/birthday cards, and flower arrangements as directed by the President.
- In coordination with other staff members, apprise the President of the illness or death of any persons connected to the institution and assist in an appropriate response.
- Responsible for organization and various aspects of the BSU commencement program in coordination with other departments of the institution. Order academic regalia for commencement and assist all special guests, BOG, and the President with whatever is necessary before and after the program. Assist with cleaning up and transporting caps and gowns, as well as other items, back to campus. Make sure that all details for the commencement reception are in place, i.e., food, flowers and decorations, location, and set up. Select, order, and have ready for presentation any plaques or tokens of appreciation to be presented on behalf of the President and the institution. Compose, sign, and distribute thank you letters to those who participate in every aspect of the graduation ceremony.
- Order office supplies, equipment, and furniture for the President's office as needed while monitoring the purchasing card usage within limits.
- Renew yearly subscriptions for magazines and periodicals of interest to the President.
- Maintain mailing lists, website, information, and records for various boards in which the President is an active participant.
- Facilitate the work of the University by providing, obtaining, and coordinating information from the President's office to the University community, the business community, the HEPC, the Higher Learning Commission, the general public, legislators, and students.
- Keep the office organized in an area where complex organizational and communication skills are mandatory and cultivate a positive environment.

- Maintain strictest confidentiality and adapt to new ideas and situations.
- Serve on various committees on campus as needed.
- Maintain the Chancellor's Interpretative Memorandums, the HEPC Procedural Rules, and all confidential administrative files for the President's office.
- Performs other functions as required or assigned.

**MINIMUM REQUIRED QUALIFICATIONS:** Bachelor's degree from an accredited institution and three years of experience in an administrative office using skills in English composition, grammar, public relations, communications, computer programs, customer service, and office management.

**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:** March 14, 2025

**CLOSING DATE:** For full consideration, applications must be received by 4:00 pm EST, **March 31, 2025**. 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.*