

Open Position
West Virginia University at Parkersburg
Program Assistant II
(Position #10-18)

Provides administrative support to the President's Office and serves as coordinator to the campus safety director for safety and/or emergency preparedness for the college. Position requires a high-level of administrative and technical skills, trust and confidentiality.

Duties and Responsibilities

President's Office

- Serve as backup to the Executive Assistant to the President. Includes scheduling, recording minutes at meetings designated by the President, and special projects.
- Provide support to the Board of Governors. Maintain Board of Governors website. Post policies, minutes, and agendas. Provide assistance and backup at Board meetings. Supervise processing of agenda packets. Provide assistance and backup for scheduling and meeting notifications.
- Supervise and train office assistant. Approve and sign documents for time sheets.
- Manage, supervise and monitor the campus Events Calendar and other web sites for the President's Office.
- Compose documents as needed and/or requested by the President and Executive Assistant to the President including minutes, correspondence, reports and other documents.
- Provide technical support for computer and wireless needs in the President's office.
- Coordinate as requested and/or assist with the preparation of special events sponsored by the President.
- Schedule and monitor use of the President's Conference Room and the Community Room. Provide and explain guidelines for room use.
- Develop and maintain all files for the Office of the President, and maintain level of confidentiality and sensitivity associated with handling of certain documents.
- Develop and maintain expense database for the President's Discretionary Fund.
- Develop and maintain inventory of office supplies and processes purchase requisitions as needed.
- Provide information on budget code activity using Oracle.
- Develop and maintain grants calendar, leave schedule for President's Cabinet, and maintain master committee list for the President's Office.
- Open, sort and process mail for the President's Office.
- Fax, email, duplicate, collate, and process documents as needed.
- Monitor copier usage and maintenance.
- Process mass mailings for the President's Office.
- Supervise self-identification database for job applicants
- Maintain Social Justice website and provide assistance in the area of Social Justice as requested.

Campus Safety, under direction of Safety Director

- Establish and foster relationships with key safety partners, including: state and local law enforcement, health department, local emergency planning commission, and fire departments.
- Organize multi-agency training scenarios with law enforcement, fire departments, and emergency responders.
- Coordinate training sessions and presentations to support campus safety measures.
- Prepare and update important documents in the area of campus safety and compliance. Assist director with institutional reporting.
- Review accident and incident reports with President and Safety Director. Keep records and minutes.
- Compose and send correspondence under own signature and for director to faculty /staff regarding policies, construction, and safety information.
- Investigate problems, safety improvement methods, and grant opportunities. Stay current with emerging trends in campus security. Make recommendations to director.
- Organize and schedule meetings /training for Building Coordinators. In absence of director, lead meetings.

- Coordinate safety training records for up to 200 employees and track their progress toward completion.
- Supervise and maintain Safety website and Facilities Website.
- Active involvement on Safety Committee, including serving as secretary. Oversee committee arrangements and appointments.
- Develop and implement online employee safety orientation.
- Interact with students, faculty, and staff to promote safety activities.

Education/Knowledge

Associates degree or equivalent combination of education and relevant experience

Skills

- Excellent communication skills.
- Ability to work under pressure.
- Ability to work with a wide variety of people from different backgrounds.
- Ability to identify opportunities to improve campus safety.
- Good organizational skills and the ability to prioritize workload.
- Ability to make group presentations.
- Excellent computer/technical skills and the ability to assist others who are developing those skills.
- High proficiency with Microsoft Office.
- Knowledge of a variety of programs including web design programs, Oracle, email and other programs as needed
- Excellent use of the English language including grammar, punctuation and sentence structure.
- Work independently while exercising sound judgment under the established guidelines of the institution.
- Ability to provide assistance with a variety of activities.
- Ability to train others.

Experience

Experience in an executive office setting. One – Two years.

Rate of Pay/Shift:

Pay Grade 13, Full-time, Benefits Eligible

To Apply:

Submit an Employment Application Packet to:

Director of Human Resources
 WVU at Parkersburg
 300 Campus Drive
 Parkersburg, WV 26104

Employment Application Packet is available for printing at www.wvup.edu/humanresources, in the Human Resources Office, or by calling (304) 424-8290. Deadline to apply is November 4, 2009.

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directed to Debbie Richards, Special Assistant to the President for Policy and Social Justice, 304-424-8201, WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104. Please contact the Director of Human Resources at (304) 424-8212 if you need assistance or reasonable accommodation with the application or hiring process.

