



West Virginia University at Parkersburg Position Vacancy

## **Administrative Assistant Senior**

Position #22-001

### **Summary:**

Provide executive level assistance to the President's office and Chief of Staff.

### **Duties:**

- Reports to the Chief of Staff while working from the Office of the President.
- Respond to issues and provide guidance in problem resolution.
- Manage the Chief of Staff's and the President's schedule and assure all needed reports or other information is provided prior to meetings.
- Assure coordination and communication with groups, committees, and senates.
- Prepare agendas, minutes, reports and other documents for the President's Cabinet, Consortium, BOG, or other groups/committees as requested by the President and the Chief of Staff.
- Process purchase requisitions and maintain an inventory of supplies.
- Manage daily operations of the offices of the Chief of Staff and the President to assure efficient and effective workflow. Log and track incoming documents. Monitor copier usage and maintenance.
- Provide support to the Chief of Staff/Secretary to the Board of Governors with the WVU Parkersburg BOG by posting of meeting dates and agendas; coordinating room arrangements for board meetings, retreats and conference calls to include meals if necessary; providing all materials such as reports, agendas, minutes, etc. Provide technical support for conference calls.
- Coordinate meetings, workshops or onsite visits as requested.
- Coordinate all aspects of travel following state travel guidelines. Includes registrations, hotel, airline, cash advances for the Chief of Staff and President.
- Maintain President's state vehicle travel log.
- Coordinate special projects for the Chief of Staff and President that may involve business leaders, other college administrators, or government officials.
- Coordinate the scheduling of all consultants retained by the President's Office.
- Manage electronic and paper filing system.
- Serve as receptionist for the President's office.
- Provide administrative support to the Chief of Staff.
- Manage scheduling of the President's conference room, board room and the community room.
- Develop or assist in the development of presentations given by the Chief of Staff and President.
- Supervise, train, and provide guidance for student worker/college work-study.
- Collaborate with the Vice President of Institutional Advancement to monitor and manage the eBulletin campus newsletter and the BOG Agenda and Meeting Minutes section of the website.
- Develop and create electronic and printed public relations material for marketing and Office of the President events.
- Develop strategies, objectives, and marketing messages that promote the college's events and the President's Office.
- Ensure materials produced are of consistent professional quality in accordance with the institutions branding.
- Plan and assist with the production of community-engagement programs and events.
- Create and maintain relationships with internal and external clients of the college.
- Other duties as assigned

### **Education/Knowledge:**

Bachelor's Degree in Business Administration, Communications or related field or equivalent combination education and/or experience.

### **Experience:**

One-year experience in communications, media or marketing experience, customer service, or a related field.

**Rate of Pay:**

Starting salary up to \$22.77 dependent upon experience, non-exempt, full-time, benefits eligible, 37.5 hours per week, pay grade 5.

**Posted:** 07/19/2021**Deadline to Apply:** 08/02/2021**To Apply:**

Submit an Employment Application Packet and an unofficial copy of your college transcripts (if applicable). A cover letter and résumé/CV may also be included. The Employment Application packet is available via the Employment Opportunities section at [www.wvup.edu](http://www.wvup.edu).

Auxiliary aids and services are available upon request to individuals with disabilities. Please contact the Human Resources Office at (304) 424-8290 if you need assistance or reasonable accommodation with the application or hiring process.

West Virginia University at Parkersburg is an Equal Opportunity/Affirmative Action institution and does not discriminate on the basis of race, sex, gender identity, pregnancy, sexual orientation, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities; nor does it discriminate on the basis of genetic information in employment or employee health benefits. Further, faculty, staff, students, and applicants are protected from retaliation for making complaints or assisting in investigations of discrimination. Inquiries regarding nondiscrimination policies may be directed to: Debbie Richards, Executive Director, Policy & Compliance, 304-424-8201, WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104.