

## **Administrative Associate Professional Studies Division**

Position # 24-048

Non-Exempt/Classified/Hourly Staff, full time regular, benefits eligible position. Salary is commensurate with education and experience.

### **Benefits**

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans
- Dental, Vision, Hearing, Term Disability, Long & Short-Term Disability, Legal Insurance, Flexible Spending Accounts, Healthcare FSA, and Dependent Care FSA
- Annual and Sick leave
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver (if eligible) for an employee, employees' spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

### **To Apply**

- Submit an Employment Application packet available at [www.wvup.edu/jobs](http://www.wvup.edu/jobs)
- If the position requires a degree, attach a scanned copy of your unofficial college transcripts with the Employment Application packet.
- WVUP is an Equal Opportunity/Affirmative Action Employer. Minorities/Veterans/Disabled Encouraged to Apply.

### **Function/Summary**

This Administrative Associate is integral to the operations of the Professional Studies Division, playing a crucial role in ensuring the smooth and efficient operation of the division by providing comprehensive administrative support and management. Responsible for managing a broad array of tasks as described in the following job description, this position offers an opportunity to contribute greatly to the overall success of the division and to the broader achievement of WVU Parkersburg organizational goals.

### **Minimum Qualifications**

Education:

- Associate degree in Office Administration or a related field OR equivalent education and/or experience

Experience:

- 2 years directly related work experience

Licensure:

- N/A

### **Knowledge, Skills & Abilities**

- Competence in using a variety of office software programs.
- Understanding of general office procedures, protocols, and best practices in administrative management.
- Excellent organizational skills across a broad range of responsibilities.
- Excellent written and verbal communication skills, including the ability to communicate professionally with students, staff and faculty.
- Ability to handle multiple tasks simultaneously, managing diverse responsibilities efficiently.

- Proactive approach to work, taking the initiative to identify areas for improvement and implementing solutions.
- Ability to work collaboratively with colleagues to achieve common goals and enhance the effectiveness of the division.
- Flexibility to adapt to changing priorities, unexpected situations, and evolving needs of the Professional Studies Division.
- Skill in building and maintaining positive relationships with faculty, staff and students.

**Duties/Responsibilities**

Frequency:	Duties:
60%	<p><b>Administrative Management</b></p> <ul style="list-style-type: none"> <li>• Provides general advising for students.</li> <li>• Coordinates semester class schedules, which includes entering information into Banner and updating course schedules.</li> <li>• Works with other divisions to enter information into college database.</li> <li>• Maintains schedules for division dean, coordinators, and division faculty.</li> <li>• Maintains student records, college database and division database.</li> <li>• Assists in planning and preparing for division meetings.</li> <li>• Prepares supplemental faculty contracts and maintains faculty files.</li> <li>• Communicates with and supports adjunct faculty.</li> <li>• Compiles new hire adjunct documentation.</li> <li>• Prepares adjunct and supplemental contracts and submits all adjunct book adoptions.</li> <li>• Participates in and responsible for recording, distributing, and posting accurate minutes of               <ul style="list-style-type: none"> <li>o division meetings</li> <li>o department meetings</li> <li>o advisory committee meetings</li> </ul> </li> <li>• Downloads and distributes student evaluations of faculty.</li> <li>• Coordinates travel arrangements and prepares reimbursements for staff and cooperating field supervisors.</li> <li>• Utilizes department and/or institutional policies, practices, and procedures to answer questions and resolve problems and issues.</li> <li>• Coordinates complex appointments, meetings, and travel itineraries. Triage scheduling issues.</li> </ul>
25%	<p><b>Office Management</b></p> <ul style="list-style-type: none"> <li>• Monitors division budgets.</li> <li>• Maintains general office budget and office inventory.</li> <li>• Submits all purchase requisitions for the division.</li> <li>• Answers phone.</li> <li>• Greets students and division visitors.</li> <li>• Maintains division publications and handbooks.</li> <li>• Creates and oversees departmental files, databases, and reports.</li> <li>• Represents the office as administrative liaison and responds to non-routine inquiries.</li> <li>• Maintains office and/or laboratory supplies and inventory; maintains website.</li> <li>• Coordinates mass mailing and/or email distribution.</li> </ul>
10%	<p><b>Other Divisional Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Collects and records documentation of student requirements for field placement.</li> <li>• Communicates with participating agencies regarding field placement.</li> <li>• Creates agreements and invoices for payment of stipends to participating agencies.</li> <li>• Processes mini grants, assists with partnership events, and assists in coordinating other meetings in cooperation with outside agencies.</li> <li>• Manages Praxis voucher system.</li> <li>• Organizes hospitality for division and stakeholder meetings.</li> <li>• Arranges transportation services for partnership activities.</li> <li>• Assists with Multi-Disciplinary Studies program as needed.</li> </ul>
5%	<p><b>General</b></p>

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|  | <ul style="list-style-type: none"><li>• Other duties as assigned.</li></ul> |
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**Posted**

04/25/2024 with an application deadline of 05/09/2024.