



WEST VIRGINIA STATE  
UNIVERSITY



## **Academic Program Associate College of Business & Social Sciences**

### **West Virginia State University**

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, racially integrated and multi-generational institution serving approximately 3,514 students. The University is a community of students, staff, and faculty committed to academic growth, service and preservation of the racial and cultural diversity of the institution. WVSU offers 23 undergraduate and six graduate degrees through its four colleges. WVSU competes in athletics at the NCAA Division II level in five men's sports and five women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

### **Position Description**

The Academic Program Associate performs a variety of duties following established policies, procedures, and methods of the University and of the College of Business & Social Sciences.

This is a non-classified, non-essential, FLSA overtime nonexempt, full-time, benefits eligible position.

### **Responsibilities for the Academic Program Associate**

- Manage the day to day operations of the College office by coordinating the work flow of the office and by providing a broad spectrum of secretarial services and assistance to the Dean, and to all faculty members in the College of Business & Social Science.
- Provide assistance and information regarding the colleges/university to students, staff, faculty, and visitors.
- Utilize Banner to input class schedules, Fall, Spring and Summer, for all departments in the College of Business & Social Sciences. Assign classrooms, check for instructor/time conflicts, make changes/class cancellations to schedule, and notify students of changes, cancellations, and other problems via email.
- Maintain/monitor budget balances for the College and utilize state purchasing card to track purchases, receipts and supplies for all departments.
- Assist the Dean and faculty with research and statistical data required for annual reports, and program review. Draft reports, correspondence, and curriculum changes for review and signature of the Dean.

- Maintain official and confidential records for the Dean's office and the departments in the College, including those related to grades, graduation, student and faculty issues, correspondence and registration information.
- Compose a variety of correspondence related to faculty and students. Utilize email system for staff and faculty notifications. Set appointments for the Dean.
- Take minutes at Dean/Chair meetings and at CBSS's general faculty meetings. Prepare for approval and distribution.
- Review/coordinate travel arrangements and hotel accommodations for faculty members.
- Prepare/process appropriate forms for travel authorization, reimbursement and signature.
- Monitor travel expenditures for CBSS.
- Make arrangements for meetings by setting up meeting rooms, preparing materials and notifying attendees.
- Maintain college record of all textbook orders. Proctor examinations when requested.
- Maintain listing of classroom schedules and office hours for CBSS faculty
- Contact publishing agents to obtain desk copies, test banks and other ancillary material as Required.
- Assist faculty, staff, and Dean with other duties such as planning events, luncheons, dinners, and other special projects as assigned.
- Provide training for work-study and/or student workers.
- May perform other duties as assigned.

### **Requirements for the Administrative Program Associate**

This position requires a bachelor's degree and at least two years of secretarial/clerical experience. Additional years of experience may be substitutes for the required education on a year for year basis. Requires knowledge of Microsoft Office, especially Word and Excel. Applicant must have excellent written and oral communication skills, as well as interpersonal skills in order to deal effectively with a diverse student population. Ability to maintain good rapport with staff at all levels. Must have ability to handle confidential information and complete multiple tasks in an effectively with a diverse student population. Ability to maintain good rapport with staff at all levels. Must have ability to handle confidential information and complete multiple tasks in a fast paced environment.

### **Salary Statement**

This position is a pay grade 3. The annual salary range for this position is \$25,600.00 - \$41,000.00.

### **To Apply**

Please submit a cover letter and resume, by October 12, 2020. This posting will remain open until filled; however, first consideration will be given to applications received by October 12, 2020.

Please submit application materials via email, mail or in person to: [hr@wvstateu.edu](mailto:hr@wvstateu.edu) or mail to:

West Virginia State University  
Department of Human Resources

P. O. Box 1000, 105 Cole Complex  
Institute, WV 25111

**Contact**

For further information regarding application procedures, you may contact Human Resources at (304) 766-3156 and/or [hr@wvstateu.edu](mailto:hr@wvstateu.edu).

**West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.**

**West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Justin Cherry at 304.766.3156 or [Justin.Cherry@wvstateu.edu](mailto:Justin.Cherry@wvstateu.edu).**