



# WEST VIRGINIA STATE UNIVERSITY

## **Executive Administrative Assistant to the Vice President for Enrollment Management Office of Enrollment Management**

### **West Virginia State University:**

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges and competes in athletics at the NCAA Division II level in five men's sports and six 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 Executive Administrative Assistant is responsible for providing professional level administrative and secretarial support to the Vice President for Enrollment Management (VPEM), supports the strategic and operational activities of the Enrollment Division and serves as Office Manager.

### **Responsibilities for the Executive Administrative Assistant to the VPEM**

Nature of Work Performed:

- Perform general office support for the Vice President of Enrollment Management, including maintaining calendars, schedule meetings, schedule and set up rooms for events and meetings, greet visitors, answer telephone calls, prepare correspondence, filing, various mail distribution, and assist with ordering of office supplies.
- Provide support for processing budget related requisitions, assisting with arranging campus visits, mailing projects, and assigned research.
- Assemble and prepare Board of Trustees reports and take minutes for the BOT Committee for Enrollment.
- Provide support in identifying and participating in resolution of

- departmental/institutional challenges with continuous quality improvement as a goal.
- Position exercises sound judgment in planning and organizing own work but must adhere to specific times, processes, and result standards.
  - The ability to analyze and interpret complex and ill-defined situations that could potentially have significant implications on the institution.
  - Position requires critical thinking skills.
  - Perform other related duties as assigned or requested.

### **Requirements for the Executive Administrative Assistant to the VP**

- An associate degree is required (Bachelor preferred) or four years of related experience.
- Three to five years' experience in an office setting; experience in an academic environment is preferred.
- Strong oral and written communication skills with excellent proofreading skills.
- Outstanding interpersonal skills, both in person and on the telephone.
- Proficiency in computer systems, word-processing and data base management.
- Ability to write and prepare reports, construct detailed spread sheets, and prepare professional PowerPoint presentations.
- Maintain a professional image, a safe environment, and keep work environment neat and orderly.
- Considerable judgment needed to work independently to achieve general results.
- Must be able to maintain a high level of confidentiality.
- Ability to maintain an accurate filing system and records.
- Ability to work courteously and effectively with all members of the university community, including administrators, faculty, staff, students, parents, and visitors.
- Expected to exhibit a high degree of personal integrity in support of the University's Mission.

### **Salary Statement**

\$36,000.00 - \$47, 000.00 commensurate with experience.

### **To Apply:**

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references by September 10, 2021 All requested information must be submitted for your application to be considered.

Please submit application materials via email to [jobs@wvstateu.edu](mailto:jobs@wvstateu.edu) or mail to:

West Virginia State University  
Department of Human Resources  
P. O. Box 1000, 105 Cole Complex  
Institute, WV 25112

**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 based on 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 Human Resources at (304) 766-3156 and/or [hr@wvstateu.edu](mailto:hr@wvstateu.edu).**