

Administrative Associate
Arts & Science Division
Position # 25-028

WVU Parkersburg is a Community and Technical College located in Parkersburg, WV, with a branch in Ripley, WV, and soon to be Vienna, WV (We are not a branch of West Virginia University). We are dedicated to teaching and are accredited by the Higher Learning Commission to offer certificates, associate and bachelor's degrees.

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 through www.peia.wv.gov and flexible benefits such as Accident Insurance, Hospital Indemnity Insurance, Critical Illness Insurance, Flexible Spending Accounts (Healthcare & Dependent Care), Health Savings Account, Dental, Vision, Short-Term Disability, Long-Term Disability, Group Legal Plan, and Hearing
- Annual and Sick leave for full time non-exempt staff, exempt staff, and 12-month faculty
- 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
- 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.

Posted

01/21/2025 with an application deadline of 02/04/2025.

Employment Status

Non-Exempt/Classified/Hourly Staff, full time regular, benefits eligible position.

Shift

Mon-Fri, 8am-4pm. Full time is considered 37.50 hours a week.

Pay Grade

04 (Salary is commensurate with education and experience)

Function/Summary

The Administrative Associate supports the general administrative functions of a wide variety of academic or administrative units.

Minimum Qualifications

Education:

- Associate’s Degree or Degree-Seeking in Office Administration or related field OR equivalent experience.

Experience:

- Preferred: Directly related work experience.

Licensure:

- None

Knowledge, Skills & Abilities

- Computer skills (variety of software programs).
- Organizational skills.
- Communication skills (verbal, written, interpersonal).
- Manage multiple priorities.

Duties/Responsibilities

Frequency:	Duties:
90%	<p><u>Under the supervision of the Division Dean, provides administrative office support that includes:</u></p> <ul style="list-style-type: none"> • Maintaining office inventory. • Coordinating semester class schedules. • Working with other divisions to enter information into college database. • Maintaining schedule for division chairperson, coordinators and division faculty. • Filing and maintaining student records and college and division database. • Assistance in planning and preparing for division meetings. • Answering phone. • Greeting students and division visitors. • Maintaining division publications and handbooks. • Maintaining faculty files and preparing faculty contracts. • Communicating with and supporting adjunct faculty. • Participation in and responsibility for recording, distributing, and posting minutes of <ul style="list-style-type: none"> o division meetings o admission processes o advisory committee meetings o student meetings. • Distributing student evaluations of faculty.
10%	<p><u>Other Divisional Responsibilities</u></p> <ul style="list-style-type: none"> • Represents an office as administrative liaison and responds to non-routine inquiries. • Utilizes department and/or institutional policies, practices, and procedures to answer questions and resolve problems and issues. • Coordinates complex appointments, meetings, and travel itineraries. Triage scheduling issues. • Coordinates mass mailing and/or email distribution. • Creates and oversees departmental files, databases, and reports. • Maintains office and/or laboratory supplies and inventory; maintains website. • Other duties as assigned.

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. West Virginia



University at Parkersburg will take steps to assure that a lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Auxiliary aids and services are available upon request to individuals with disabilities.