JOB POSTING
Administrative Secretary Senior
(Raleigh County Campus)

Summary of Responsibilities:
This position provides administrative, clerical and budgetary support to the Dean of Workforce, Technical, and Community Education and the entire Workforce Education division. The position will be located at the Advanced Technology Center in Ghent and requires the ability to travel.

Duties and Responsibilities:

- Administrative and clerical support to the Dean for Workforce, Technical, and Community Education.
- Serve as a point of contact for faculty within the division.
- Serve as clearing house and point of contact for all customer transactions of the Workforce, Community and Continuing Education departments:
  1. Ensure WV 48, WV 96, and W-9 forms are completed accurately.
  2. Prepare purchase orders for approval by the Dean and Program Specialists where appropriate.
  3. Prepare and review travel reimbursement forms for approval.
  4. Complete and review extra help employment forms for approval.
  5. Track hours for extra help employees to ensure hours are within guidelines.
- Track vendor and travel reimbursement payments using purchase order and travel logs to ensure accuracy and payment timelines.
- Under direction of Program Specialists, ensure monies received from Workforce, Community and Continuing Education classes are applied properly.
- Post expenditures to Workforce, Community and Continuing Education department budgets and present to the supervisor for review and approval.
- Assist with tracking expenditures charged against grants.
- Record, prepare and distribute minutes from Workforce department meetings.
- Prepare correspondence including mail merge documents and bulk mailings.

- Manage registration process:
  1. Accept completed registration form(s) and other required documents from students.
  2. Collect Education Event Reports at the conclusion of every class offering.
  3. Maintain spreadsheet(s) summarizing Education Event Reports and submit to Program Specialists for review.
  4. Work with the Business Office, Registrar and Student Services to ensure student files and student needs are met.
  5. Work with the Dean to create the technical education class schedule each semester.
  6. Prepare payment spreadsheet for adjuncts for technical classes.
- Administer BANNER system:
  1. Setup Community, Continuing, Workforce, and Technical Education classes.
  2. Generate course reference numbers (CRNs) for every class offered by the department.
  4. Manage data entry including student data, class registration and payment information.
  5. Process course certificates of completion.
  6. Process reimbursements at the request of Program Specialists.
  7. Utilizing the BANNER system, prepare the Workforce Performance Matrix report annually.
  8. Track program participants for reporting purposes for all programs (Workforce Education, Community, Continuing, and Technical Education).
• Assist with marketing of community/continuing education classes at the direction of the Program Specialists:
  1. Update website with Workforce, Community and Continuing education course offerings, including ed2go.
  2. Develop and maintain web pages dedicated to Workforce, Community and Continuing education news and events.
  3. Prepare flyers advertising class offerings.
  4. Send class announcements to all users via the college’s email system.
  5. Post information in campus buildings and on bulletin board in Workforce Offices
  6. Send class information to targeted business.
• Other duties as assigned.

Education:
• At least 18 months of post-secondary education in office administration/management or a related field is required.

Experience:
• Over two (2) years of prior experience working in an office setting within higher education or government agency are required.
• Experience with government funded training programs is preferred.

An equivalent combination of education and recent, related experience may be acceptable.

Required Skills, Knowledge and Abilities:
• Strong communication skills, both oral and written
• Ability to problem solve and make decisions
• Ability to set priorities and develop plans to meet set goals
• Ability to remain organized and multi-task
• Knowledge of financial aid procedures
• Ability to quickly learn to use BANNER, Query Reporter, and other types of software programs
• Solid computer skills for accurate data entry and manipulation of spreadsheets
• Familiarity with academic programs and progress
• General accounting and auditing procedures

Classification/Compensation:
This is a non-exempt, classified, pay grade 12 position with a starting salary of $22,436 per year.

Candidates must successfully complete a background screening post-offer of employment.

Applications:
Internal candidates meeting the minimum qualifications will be given preference. Only applicants who have submitted all required completed documents and who meet minimum qualifications will be considered. Candidates must submit the following material: Cover letter specifying position of interest, employment application (found at www.newriver.edu), and a copy of transcripts to the address below. Deadline for receipt of all required and completed application material is September 21, 2015 at 4:00 p.m. Position is subject to funding availability. AA/EOE/ADA

PREFERRED METHOD: Email: hr@newriver.edu
OR
New River Community and Technical College
Office of Human Resources
280 University Drive
Beaver, WV 25813