

JOB POSTING

Administrative Associate (Beckley)

Summary of Responsibilities:

- Administer the WIA/TAA programs including advising, counseling and monitoring student progress, financial activities including invoicing and account records.
- Administer the Veterans Certification by determining classification of student within the VA system; collecting the application form for VA benefits and DD214 form; creating and maintaining a file for each candidate for VA benefits; changing of Program Form (2254-95) if candidate received benefits previously from another institution; keeping copy of VA forms in student files and sending originals to VA office; entering student in VA ONCE computer system (Chapters 30, 35, 1606, 1607) after student registers for classes; completing Chapter 31 (disabled veteran) form if received from Beckley VA Office and forward forms to Business Office, Beckley VA Office and the Huntington VA Office; running academic schedules reports every two weeks and reporting any changes in academic schedules in the VA ONCE computer system; insuring that New River is in compliance with all Veterans Administration rules and regulations.
- Workforce Education – MACC (Mid-Atlantic Career Consortium) tracking for placement. Responsible for data entry of registration forms, problem solve registration errors, make decisions regarding the registration of students, assist Program Specialists with coordination of registration activities. Maintain filing system (i.e. electronic and paper) of student records; work closely with college personnel to coordinate document flow in a timely and efficient manner.
- Communication/Faculty Liaison/Referrals – Responsible for professional, respectful demeanor with excellent oral and written communication with students, faculty, staff, administrators and the general public. Collaborate with faculty and staff to improve student services and to maintain current records. Responsible for meeting deadlines for distribution, collection and entry of reports for student files. Refer and help coordinate services for special student needs (i.e. Veterans, WIA/TAA, Workforce, etc.)

Education

- Associate's Degree is required. Bachelor's degree may be given preference.

Experience

Over 2 years of experience in the following:

- Experience with WIA/TAA federal programs preferred
- Experience with Veterans Affairs
- Prior experience working in higher education or governmental agency
- Communication skills, both oral and written
- Ability to make decisions
- Accounting and auditing procedures
- Knowledge of financial aid procedures
- Ability to multi-task
- Proficiency in BANNER (Preferred), Query Reporter (Preferred), spreadsheets and computer skills for accurate data entry

Skills, Knowledge, Abilities

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Equivalent combination of experience and/or related education is acceptable. Position may require travel between campuses. This position reports to the Vice President of Workforce Development and Advancement.

Applications

Internal applicants that meet the minimum qualifications will be given preference. This is a non-exempt, classified, pay grade 14 position with a starting salary of \$25,363.00 per year. Cover letter to include position of interest, resume, contact information for three references and college transcripts must be submitted to: New River, Human Resources, 167 Dye Drive, Beckley, WV 25801; fax to (304) 929-6707 or email to hr@newriver.edu. Deadline to apply is **October 30, 2009**. All positions are subject to funding availability.