JOB POSTING

Administrative Secretary
(Beckley Campus)

Summary of Responsibilities

The primary function of the Administrative Secretary is to provide secretarial support for the Beckley Campus including, coordinated service with the campus Administrative Secretary Senior and Student Services personnel, typing, word processing, faculty support, interacting with students and the public, and any other assigned duties.

Specific Duties

- **Student Support** – Address student questions and needs, act as a “go-between” for the students and the instructor, and between the Public Higher Education campus and other New River campuses. Administer surveys, WorkKeys tests and placement tests (Accuplacer & COMPASS) and arrange testing schedules.

- **Clerical Support** – Take messages, respond to routine questions and ensure that all parties are informed about needed action. Responsible for mail services, supervisor copier and other office equipment. Maintain schedules for student workers on the Raleigh County Campus. Responsible for bookkeeping and purchasing for the Dean, as needed.

- **Communication/Faculty Liaison** – Provide assistance to adjunct and full-time faculty members and serve as a community liaison.

- **Data Entry & Reports** – Develop a proficiency with the BANNER system to permit responding to student and faculty inquiries.

- **General Responsibilities** – Proctor exams for faculty located off campus and return exams to appropriate location. Proctor exams for students who need to schedule a make-up exam. Maintain an orderly flow of official documents/papers through and between various New River campuses. Prepare travel vouchers for instructors as well as staff. Set up meeting rooms and prepare for said meetings. Assist the campus dean for the scheduling of events with the partner colleges at the PHEC.

Education

- High School Diploma/GED plus up to 18 months of college/vocational schooling and/or equivalent combination of education and experience necessary to perform the job.
Experience

- Over one year of secretarial experience in an office environment

Skills, Knowledge, Abilities

- Excellent computer skills (Excel, Access, Word Processing, Banner, Internet)
- Ability to multi-task
- Organizational skills
- Ability to deal with the public
- Attention to detail
- Problem solving skills
- Ability to communicate tactfully in writing and orally
- Ability to operate a personal computer, proficient key boarding and ability to enter data accurately, advanced computers skills such as BANNER database
- Extensive knowledge of general office procedures and practices
- Extensive knowledge of college policies and procedures

Application Process

Applicants must submit a cover letter, current resume, and contact information for three references to the address/email below. CANDIDATES PROVIDING INCOMPLETE APPLICATION MATERIALS, AS REQUESTED ABOVE, CANNOT BE GIVEN FULL CONSIDERATION. Deadline is July 6, 2009 at 4pm. This is a Classified, Non-Exempt Position, Pay Grade 10 – Entry Level $19,916. Internal candidates meeting the minimum requirements will be given preference.

Human Resources
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