JOB POSTING

Administrative Assistant I (Grant Funded, Title III)
( Beckley, WV )

Summary of Responsibilities

The Administrative Assistant I provides administrative support to the Title III Project Director and Title III Activities Director.

Specific Duties

1. Provide day to day clerical and administrative support to Title III key personnel
2. Maintain files, records of meetings, financial records, training schedules and rosters
3. Assist the Project Director with Annual Performance Reports and Monthly Progress Reports
4. Provide data and support to External Evaluator
5. Purchase items for implementation of Title III Project
6. Coordinate travel plans and reimbursements
7. Tag equipment purchased with Title III funds and maintain inventory

Education

- An Associate Degree in professional office or business is preferred; High School Diploma/GED required (w/certificate degree desirable)

Experience

- 5 years experience in administrative clerical work
- 1 year experience and general understanding of grants

Skills, Knowledge, Abilities

- Excellent communication skills
- Ability to work independently with strong organizational and problem-solving skills
- Understanding and working effectively in a complex collegiate environment
- Attention to detail with a high degree of accuracy
- Ability to meet deadlines and develop timelines
- High degree of professionalism, including absolute discretion with confidential information
- Good time management and multi-tasking skills
- Ability to write minutes for meetings
- Computer skill proficiency (WORD; EXCEL; ACCESS; POWERPOINT)
Application Process

Applicants must submit a letter of application, current resume, copy of college transcript(s), 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 December 12, 2008 at 4pm, but position will remain open until filled. This is a Classified, Non-Exempt Position. Pay Grade 7.

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