Administrative Assistant to the Vice President for Academic Affairs & Dean

The Administrative Assistant for the Vice President for Academic Affairs and Dean assists the office by performing a variety of clerical and administrative tasks. The incumbent will provide guidance and services that may affect many employees and students, and decisions and recommendations are made within established protocol, guidelines and policies.

General Duties and Responsibilities

- Responsible for clerical tasks of the office;
- Receives and greets visitors of the Dean’s Office. Answers telephone, screens calls, and communicates messages to the office or the appropriate department;
- Manages the Dean’s schedule and coordinates all travel arrangements for the Dean, including travel reimbursements and verification that all documentation is received for completing the proper expense reimbursements forms;
- Conducts special studies and investigations by researching all pertinent information and prepares reports;
- Responsible for the Dean’s student files and processes all the necessary documents for students at risk, leaves of absence, and other academic actions taken by the Dean;
- Manages the Dean’s Letter of Evaluation process, and assumes responsibility for the preparation and issuance of official documents for the academic year, including the academic calendar, administrative assignments, faculty lists, and promotion and tenure lists;
- Handles graduation activities from the Dean’s office;
- Handles the President’s office when needed;
- Assists faculty and staff with administrative problems, procedures, and policies;
- Coordinates and monitors activities within administrator’s area of responsibility;
- Assists the Office Administrator in departmental financial management;
- Composes and produces reports and correspondence for review and signature of the Dean;
- Arranges, participates in, and implements conferences, workshops, special events and meetings;
- Brings to the Dean’s or Office Administrator’s attention critical problems needing immediate action;
- Coordinates and implements onsite AOA accreditation visits;
- Maintains all office documents, faculty review files, and AOA Accreditation standards in a confidential manner;
- Assists the Dean in other areas related to the functioning of the office;
- Other related duties as assigned.
Knowledge, Skills and Abilities Required

- Knowledge of principles, problems and methods of public administration, including organization, personnel and fiscal management procedures;
- Ability to reason logically and analyze and solve problems;
- Ability to plan, coordinate and organize a variety of tasks in a timely and efficient manner;
- Ability to establish and maintain excellent cooperative working relationships;
- Proven skill with Microsoft Office Products, including Access, Excel, Outlook, and Word;
- Ability to speak and write effectively and prepare clear and concise reports and documents;
- Ability to complete assignments with initiative and without detailed instructions.

Qualifications: Bachelor’s degree in Business Administration, Education or related field, plus one (1) year of recent and related experience; experience working in higher education is strongly preferred. An equivalent combination of relevant and recent experience and training which provides the required knowledge, skills and abilities may be considered.

Compensation: This is a full-time, classified position with a pay grade of 15; it is exempt from FLSA regulations concerning overtime; entry level salary effective July 1, 2011 is $30,015 plus an excellent fringe benefit package.

Application: Qualified applicants should send a cover letter, current resume, college transcripts, and a list of three to five professional references and their contact information to include addresses, e-mail, and phone numbers to Tiffany Burns, Human Resources Representative, Sr. Applicants are encouraged to send application packets via e-mail to tburns@osteo.wvsom.edu. Material that cannot be e-mailed may be sent to WVSOM-HR, 400 North Lee Street, Lewisburg, WV 24901, or an application may be completed in the Human Resources Office. Review of applications will begin on June 13, 2011.

Applications are considered confidential, and references are contacted later in the search process.

*West Virginia School of Osteopathic Medicine is an equal opportunity employer and is committed to enhancing diversity among its faculty and staff.*