



## **Administrative Assistant to the Office of the Provost/Executive Vice President for Academic Affairs**

### **POSITION SUMMARY:**

The Administrative Assistant will ensure that the Office of the Provost/Executive Vice President for Academic Affairs operates effectively and efficiently maintaining a professional environment and high level of confidentiality. This position will assist the Provost and Associate Provost and will interact frequently with full-time and adjunct faculty. This is a full-time, 12-month, hourly position. The successful candidate will be able to:

1. Understand and adhere to the Values, Mission and Vision of Alderson Broaddus University;
2. Perform general administrative assistant duties to include answering telephone, greeting and directing office visitors appropriately, sort and distribute mail;
3. Perform word processing with documents which require composing correspondence, formatting, tables/columns creation, graphics, and merging information from different documents/applications. Spreadsheets produced typically require developing formulas for calculations, analyzing data to make projections, creating a spreadsheet database, query database and developing/printing reports, recording/arranging data, creating charts/graphs. Database applications typically require creating and maintaining the database as the sole support and includes activities such as performing calculations and embedding objects, design, create and edit file structures; sort/filter tables; and create/modify queries. Presentations typically require developing layout, outline, slide presentation and handouts to create original presentations;
4. Conduct business on behalf of the Office of the Provost/Executive Vice President for Academic Affairs with principal contacts such as the University President, College Deans, School Chairs, full and adjunct faculty, academic affairs personnel, students, administrators, directors and managers of other institutional areas, and executives outside the department; members of the Board of Trustees and Governors and elected officials (as needed). Frequently handles highly sensitive, confidential, and/or other issues on behalf of the provost and/or associate provost in situations critical to overall unit operations;
5. Prepare and distribute communications regarding mid-semester deficiency reports, Dean's List and Honorable Mention, academic probation, academic suspension and academic dismissal letters;
6. Prepare contracts for faculty and adjunct faculty as directed by the Provost/Executive Vice President for Academic Affairs;
7. Send memos to faculty, staff and students concerning opening convocation, honor's convocation, baccalaureate and commencement and support the execution of these ceremonies by preparing programs, coordinating the distribution of information and serving as the contact person for these events;
8. Coordinate meetings and appointments for the Provost/Executive Vice President for Academic Affairs and the Associate Provost;

9. Record and publish the minutes of the Deans' Council and meetings of other areas as necessary to conduct the business of the Office of the Provost/Executive Vice President for Academic Affairs and the Associate Provost; and,
10. Perform other duties as assigned by the Provost/Executive Vice President for Academic Affairs and the Associate Provost.

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

The Administrative Assistant works under limited supervision and must be detail oriented, possess excellent verbal and written communication skills, and can maintain confidentiality. Computer proficiency in Microsoft Office Suite is required to create complex spreadsheets, documents, and databases. A high school diploma or GED is required; however, an Associate's degree and five years of prior experience in an office setting is preferred.

### **PREFERRED SKILLS**

Pleasant, courteous and professional customer service skills.

### **WORK CONDITIONS**

Standard office hours are 8:30 a.m. to 4:30 p.m. The incumbent will be asked to cross-train with the Executive Assistant to the President/Secretary to the Board of Trustee & Governors to provide a seamless work environment in the absence of the Executive Assistant. Performing duties and attending events during the evening and on the weekend occurs occasionally and is required.

Please submit cover letter, resume and reference list as one (1) PDF to [hr@ab.edu](mailto:hr@ab.edu)

Or

Mail to:

Jennifer Phillips, Director of Human Resources

Alderson Broaddus University

101 College Hill Drive

Philippi, WV 26416