

Job Title: Administrative Assistant

Department: Business and Legal Assistant

Campus: South Charleston

Job Supervisor: Jane Fouty

Employment Period: Full Academic Year

Number of hours per week: As many as permissible

Description of Job Duties and Responsibilities:

- Answer telephone and respond to student questions and request
- Perform basic office duties such as filing, copying, scanning, delivering mail, etc.
- Assist with assembly and preparation of class materials
- Compile assessment data, and assist with data entry and database maintenance
- Assist with promotional activities/membership management tracking within student organization
- Assist with special projects and reports as needed