



The West Virginia School of Osteopathic Medicine



Administrative Assistant - Parkersburg/Marietta/Clarksburg/Buckhannon

A person in this position will perform a variety of complex secretarial and administrative support duties for the State Wide Campus (SWC) Regional Assistant Dean and Regional Director in order to achieve the successful operation of the SWC. In addition to traditional secretarial duties such as answering the phone, composing correspondence, etc., the secretary is expected to:

- Answer typical questions from prospective students, admitted students, interns, residents, and clinical faculty and site staff.
- Record students' grades and the completion of curricular requirements.
- Record CME and provide documentation quarterly.
- Assist the director in coordination of didactic programs, CME activities, faculty development programs, professional development programs, etc.
- Perform other related duties as assigned by the SWC Regional Assistant Dean, the SWC Regional Director, or the Office of Predoctoral Clinical Education

Minimum Qualifications: Bachelor's degree as well as at least two years of computer experience, one to two years of clerical experience and some experience. Demonstrated proficiency in computer spreadsheets, data bases and all other Microsoft Office products.

Applicant must have strong organizational skills. Excellent proof reading skills and the ability to coordinate many different tasks, determine relative importance of each, set deadlines, and complete projects in a cheerful and timely manner. Applicant must have strong interpersonal and customer service skills. Applicant must be willing to work some evenings and weekends. Successful candidate will be able to work well with public and have the ability to deal with sensitive material. A valid driver's license is required as well as some travel.

Compensation: This is a full time classified position and is exempt from FLSA regulations concerning overtime. Entry level salary of \$27,015 with excellent state benefit package. WVSOM is an AA/EEO employer.

Application: Qualified applicants should send a cover letter, current resume, and a list of five references and their contact information to include addresses, e-mail, and phone to Leslie Bicksler, Director, Human Resources. Applicants are encouraged to send application packets via e-mail lbicksler@osteo.wvsom.edu. Material that cannot be e-mailed may be sent to Leslie Bicksler, WVSOM, 400 North Lee Street, Lewisburg, WV 24901.

Applications are considered confidential, and references will not be contacted without notifying the applicant. Applications will be accepted until position is filled.

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