



# The West Virginia School of Osteopathic Medicine



## **Clinical Education - Administrative Secretary Senior -- Pay Grade 12**

Reporting to the Assistant Dean for Predoctoral Clinical Education this position performs a variety of complex secretarial and administrative duties in support of the Clinical Education Division working with students and Clinical Faculty throughout the state and following established departmental policies, procedures and methods.

Must have business, technical or vocational school of up to 18 months beyond high school plus two years of secretarial experience. A combination of relevant education and experience may be considered. Ability to type a minimum of 55 wpm. Demonstrated proficiency in Microsoft Office applications including Word, Power Point, Access and Excel. Excellent proofreading skills and ability to coordinate and prioritize many different tasks, set deadlines and complete projects in a timely manner. Must have the ability to communicate clearly and in a professional manner. Must work well with the public, students, community physicians and staff, and have the ability to handle confidential material. Manages schedules, makes travel arrangements, facilitates communication with SWC personnel, and assists with assembling the department's budget.

This is a full-time, classified position with a pay grade of 12; it is non-exempt from FLSA regulations concerning overtime; entry level salary is \$22,436.00 with full state benefits.