

# WV Council for Community and Technical College Education

## An EO/AA Employer Position Announcement

- Position:** Administrative Associate  
Green-Up Grant Project  
On-going employment is contingent upon continued funding of three-year federal grant.
- Duties & Responsibilities:** This position provides administrative support to the Green-Up Project Coordinator and the Fiscal Project Coordinator  
Primary duties include: Maintaining filing system, coordinating meetings and training activities involving significant event planning; gathering and tracking monthly and quarterly reports, drafting correspondence, editing and proofreading documents, coordinating requests for fiscal draw-downs of federal funds and distributing to sub recipients; requesting approval to purchase equipment, ordering office supplies, preparing travel reimbursement requests, serving as office receptionist and main telephone contact.
- Qualifications:** Associate degree or a minimum of two years of experience as a project assistant or administrative assistant. Education and experience may be substituted on an equivalent basis for the above requirements. This position will require minimum travel from time to time and therefore requires a valid driver's license. Strong organizational skills; ability to write letters, emails, and other correspondence; ability to use MS Word and MS Excel proficiently is required. Knowledge of general office, bookkeeping, government, and higher education processes and procedures preferred.
- Salary:** Commensurate with experience— Position is benefits eligible.
- Review of resumes:** Position will remain open until filled. Resumes received prior to the close of business on September 13, 2010 will receive priority screening.
- Apply to:** Karen Martin, Human Resources  
WV Higher Education Policy Commission  
1018 Kanawha Boulevard East, Suite 700  
Charleston, West Virginia 25301  
[martin@hepc.wvnet.edu](mailto:martin@hepc.wvnet.edu)