



Vacancy Announcement

ADMINISTRATIVE & OFFICE SPECIALIST II

Parking Services

Part-Time, Funded-Wage, Non-Exempt (Position # PW078)

Longwood University invites applications for the position of Administrative & Office Specialist II in the Office of Parking Services. This position administratively supports the Parking Office. Primary responsibilities include:

- Providing superior customer service by greeting visitors, answering phones, assisting with problem solving;
- Selling and issuance of parking permits to faculty, staff, students, vendors, etc;
- Assisting with the maintenance of all internal files and records;
- Typing correspondence, and other documents as directed;
- Arranging meetings and interviews as needed.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Attention to detail and accuracy with strong organizational skills;
- Ability to work independently, exercise initiative, and make sound judgments;
- Ability to communicate well with people on the phone and in person;
- Excellent grammar, spelling and proofing skills;
- Ability to work an occasional weekend schedule for events;
- Ability to maintain strict confidentiality with information;
- Ability to work in fast-paced environment and prioritize multiple responsibilities;
- Ability to learn the Bosscars Parking Software System and the Banner Student Information System;
- Ability to learn the streets and buildings on the campus, to have full knowledge of the parking rules and regulations, and to explain these to clientele;
- Strong computer skills.

EDUCATION & EXPERIENCE:

- High School diploma or equivalent; Post-secondary training or education preferred;
- Demonstrated experience in an administrative position preferred.

Pay Band 2, minimum of \$9.65 an hour. No benefits accompany this position. POSITION LIMITED TO A MAXIMUM OF UP TO 1500 HOURS PER WORK YEAR. Successful criminal background check is required. Position is open until filled with a minimum five-day posting period. To apply, submit completed Commonwealth of Virginia application (<http://www.longwood.edu/hr/FormsEMS/stateapp031309.doc>) (indicate position #PW078):

Human Resources
Longwood University
201 High Street, Lancaster 212
Farmville, VA 23909
PH: (434) 395-2074 / FAX (434) 395-2666
Electronic applications accepted: humres@longwood.edu.

A diversified workforce is an important part of our strategic plan. EOE/AA (05/29/09)