



VACANCY ANNOUNCEMENT

Assistant Program Manager

Administrative and Office Specialist II

Longwood Center for the Visual Arts

Part-Time, Temporary Wage, Non-Exempt (Position # TW0016)

The Longwood Center for the Visual Arts (LCVA), the art museum of Longwood University, seeks a focused, detail-oriented, and highly organized individual to support the Center in its mission. This position will work up to 30 hours a week for a maximum of 6 months.

RESPONSIBILITIES:

- Processes and tracks expenditures for departmental supplies, equipment through Trust Fund Withdrawal Requests, eVA (Commonwealth Procurement System), and departmental MC/VISA;
- Completes paperwork related to payments for contract workers;
- Completes paperwork and tracks information related to deposits from contributors and program and event registration;
- Processes, verifies, and tracks RTAs (Request for Travel Authorization) and makes arrangements for staff travel;
- Tracks expenses and reconciles monthly financial reports;
- Processes departmental bulk mailings;
- Maintains files (hard copy and electronic);
- Assists the Program Manager.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Prior administrative experience with knowledge in basic accounting and bookkeeping;
- Excellent customer service skills;
- Articulate and exceptional phone etiquette;
- Ability to thrive in a fast-paced dynamic environment;
- Organized with a great attention to detail;
- Computer proficiency (all of Microsoft Office).

EDUCATION AND WORK EXPERIENCE:

- High school diploma or equivalency required;
- Eligibility to be bonded required;
- Coursework in business practices preferred.

Pay Band 2; minimum of \$9.65 per hour. No benefits accompany this position. 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 #TW0016);

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