



## VACANCY ANNOUNCEMENT

### **Administrative Assistant**

Administrative and Office Specialist III  
Longwood Small Business Development Center  
Restricted-Classified, Full-time, Non-Exempt (Position 0R0036)

Longwood University invites applications for an Administrative Assistant position in the Longwood Small Business Development Center. This position provides administrative support to the Longwood Small Business Development Center Headquarters and Satellite offices and assists the Executive Director and Associate Director with key administrative functions and reporting.

#### **RESPONSIBILITIES:**

- Performs general administrative duties to include answering inquiries via phone, preparing informational packets, assisting with administrative duties for satellite offices, purchasing and inventory supplies for five offices, and coordinating meetings and conferences for staff and advisory boards;
- Maintains records within Small Business Development Center databases and mailing lists;
- Assists with preparation of workshops, presentations, and marketing materials for 26-county service area;
- Produces reports necessary to grants maintenance and reporting;
- Assists Associate Director with program income and donation accounting.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Competency with MS Office Suite (Word, Excel, PowerPoint, Outlook);
- Competency with database systems and recordkeeping;
- Strong communication skills;
- Strong organizational skills.

#### **EDUCATION AND WORK EXPERIENCE:**

- High school diploma required;
- Experience in clerical functions required;
- Experience in multi-office environments preferred.

Pay Band 3; minimum starting salary \$23,999 with outstanding Commonwealth of Virginia benefits. This is a restricted classified position and is grant-funded. 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 #0R0036):

Human Resources  
Longwood University  
201 High Street, 212 Lancaster  
Farmville, VA 23909  
Ph: (434) 395-2074 / Fax: (434) 395-2666  
Email: [humres@longwood.edu](mailto:humres@longwood.edu)

*A diversified workforce is an important part of our strategic plan. EOE/AA (09/10/2009)*