



VACANCY ANNOUNCEMENT

*Administrative and Office Specialist II*

*Graduate and Extended Studies Department*

Part-time, Funded Wage, Non-Exempt (Position #PW081)

Longwood University's Graduate and Extended Studies Department seeks qualified applicants for a Administrative and Office Specialist II. This position will provide administrative assistance in support of the delivery of graduate studies, off-campus programs, online program delivery, and faculty development.

**RESPONSIBILITIES:**

- Processes Longwood Online Training Institute applications and follows through with faculty reimbursements;
- Processes admission and registration of Speech and Language Pathology program courses;
- Provides administrative assistant support for the extended studies program;
- Serves as first point of contact for the Graduate and Extended Studies Department, answering telephone and email inquiries and providing customer service where needed.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of Microsoft Office software products;
- Skills in internet usage;
- Strong communication skills.

**EDUCATION AND EXPERIENCE:**

- High School diploma or equivalency required;
- Post-secondary education preferred.

Pay Band 2; salary of up to \$11 per hour, commensurate with education and experience. No benefits accompany this position. POSITION LIMITED TO A MAXIMUM OF UP TO 1500 HOURS PER WORK YEAR. A completed Commonwealth of Virginia employment application and a 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 #PW081) to:

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

*A diversified workforce is an important part of our strategic plan. EOE/AA (10/08/09)*