The primary purpose of this position is to assist with the day to day functions of the Academic Center. Duties will include, but are not limited to: general office functions, communications and scheduling, work order preparation, mail pick-up and delivery, ordering supplies, and review of student timesheets.

The successful candidate will be responsible for assisting the Center’s staff with arranging tutoring sessions, placement exams, and career events such as career fairs. The candidate will also run the information desk, assist with postings to the Academic Center website, and will perform other secretarial duties as assigned.

**Qualifications:** High School diploma or GED required. Associate’s degree or specific knowledge of office functions typically obtained through a business or vocational school preferred. Excellent communication skills are required. Proficiency and demonstrable capability in Microsoft Office software required. Submit application/resume to:

Office of Human Resources  
Glenville State College  
200 High Street  
Glenville, WV 26351  
Email: hr@glenville.edu

Screening of applications will begin immediately and will continue until the position is filled.

*Glenville State College is an Affirmative Action, Equal Opportunity employer.*