Now Hiring

Administrative & Office Specialist

About the Position:
The Administrative and Office Specialist will provide administrative, operational, clerical, and fiscal support to the department.

The incumbent will serve as the department’s primary liaison for university communications and will also schedule meetings and events. Responsibilities include managing calendars, making travel arrangements for departmental leadership, creating and/or updating professional presentations, and taking meeting notes. Fiscal support includes processing and monitoring accounts payable and receivable, procurement, payroll, and travel activities; reconciling monthly reports; assisting with the review of electronic time entry and leave reporting; and providing other related support as necessary.

About the University:
Virginia Tech offers 215 undergraduate and graduate degree programs to more than 30,000 students and manages a research portfolio of more than $450 million.

The university fulfills its land-grant mission of transforming knowledge to practice through technological leadership and by fueling economic growth and job creation locally, regionally, and across Virginia, employing a diverse population of about 8,000 employees.

The university’s internal audit function serves as a proactive partner with university management and staff to upgrade business processes, internal controls, and compliance mechanisms.

Through its three missions of learning, discovery, and engagement, Virginia Tech continually strives to accomplish the charge of its motto: Ut Prosim (That I May Serve).

About Blacksburg:
Blacksburg, some 12,000 acres nestled in a plateau between the Blue Ridge and Alleghany mountains, is special. Home to about 42,600 local residents, the town is considered small, but don’t let its size or location fool you. Because of its award-winning services, reasonable cost of living, safety, moderate climate, and abundant leisure activities, Blacksburg is consistently ranked among the country’s best places to live and has earned a reputation nationwide as a well-managed, stable, and forward-looking community.

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