



POSITION SUMMARY

The Department of Human Nutrition, Foods, and Exercise (HNFE) at Virginia Tech is seeking an individual to manage departmental operations and provide full-time executive assistance to the Department Head. The successful candidate:

- Manages communications between the department head, departmental faculty/staff, college leadership, and to external stakeholders
- Drafts executive correspondence on behalf of the department head and assists with preparation of reports, staff evaluations, and human resources (HR) documentation
- Supervises administrative support staff assigned to the HNFE main office
- Establishes and manages office policies and procedures, including HR requirements
- Manages the hiring and recruitment process for HNFE faculty candidates including communications with prospective candidates, development of itineraries, and coordination of travel, accommodations, and onsite logistics
- Provides planning and onsite management of key stakeholder and collaborative partner meetings/events

REQUIRED QUALIFICATIONS

Bachelor's degree in an area related to business or management, or equivalent level of training and or experience; Demonstrated experience to schedule and coordinate the internal day to day operations of an executive office with minimal supervision, using sound judgement, discretion, professionalism, tact, and initiative; Demonstrated experience to delegate, track and manage information; Demonstrated experience to improve effectiveness of office staff and procedures, including preparation of reports and statements in a timely and accurate manner; Demonstrated proficiency with current office software applications including word processing, spreadsheets, electronic mail, and presentation applications; Demonstrated experience with editing and preparing executive communications and meeting minutes accurately in a timely manner; Working knowledge of web and virtual technology.

PREFERRED QUALIFICATIONS

Exceptional analytical, interpersonal, organizational, and communication skills; Ability to maintain a professional and service-oriented demeanor in all interactions with faculty, staff, and a diverse clientele; Working knowledge of various university policies and procedures related to the management of an academic department; Demonstrated ability to exercise excellent judgment, professionalism, and discretion when working with confidential and sensitive information; Demonstrated flexibility to work in a highly structured, fast paced organization with changing priorities; Demonstrated experience using the University Banner HRIS, PageUp, and Labor Redistribution systems.

SALARY: Commensurate with experience and qualifications.

REVIEW OF APPLICATIONS will begin May 8, 2020 and continue until a suitable candidate is selected.

Qualified persons are asked to complete an online staff application at

<http://careers.pageuppeople.com/968/cw/en-us/job/513366/executive-assistantoffice-mgr> and requested

to electronically submit the following:

1. Resume, including names, addresses, telephone numbers, and e-mail addresses of at least three references.
2. Cover letter

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