

Administrative & Office Specialist III position, full-time, located at VA Tech's Southern Piedmont AREC, Blackstone, VA.

Virginia Tech's Southern Piedmont Agricultural Research and Extension Center in Blackstone, VA is seeking an energetic and conscientious individual with training and experience in business management, financial accounting, supply procurement, bill payment, and personnel records management. The successful candidate will assist all faculty and staff on financial recordkeeping, grant management, and personnel matters. A more comprehensive description of the requirements, qualifications and preferences for this position can be found at www.jobs.vt.edu and searching on posting number SW0170798. Virginia Tech is an equal opportunity/affirmative action institution.

Please contact Carol Wilkinson or Betty Lou Mayton should you have any questions at (434)292-5331.