

**WEST VIRGINIA UNIVERSITY RESEARCH CORPORATION**  
**POSITION DESCRIPTION**

<b>Working Title</b>	Odyssey Coordinator Assistant (NAFTC221)
<b>Department</b>	National Alternative Fuels Training Consortium (NAFTC)
<b>Position Location</b>	Morgantown/Monongalia
<b>Position Terms</b>	Part-time (20 hpw), non-benefit eligible
<b>ARRA Funded</b>	

**Purpose**

Provides support by assisting with National AFV Day Odyssey, the largest nationwide alternative fuel and advanced technology vehicle promotional event. Assists with of event planning and other NAFTC projects.

Provides program, as well as direct internal and external client support services, responds to inquiries and independently resolves matters of low to moderate complexity. Responsibilities require some judgment, resourcefulness and originality, but diverse guides and precedents are usually available to apply or adapt to the circumstances. Work effort has considerable impact on client services, program and project image, with potential legal liabilities.

**Duties & Responsibilities**

Responsibilities are functional in nature, and performed under general supervision. Specific tasks include, but are not limited to:

- 1) Assists in researching and identifying potential sites and recruitment and sign up of sites.
- 2) Works to develop information, through extensive writing, to assist sites in the coordination of events in support of Odyssey;
- 3) Prepare materials and packets for distribution to sites, including packaging and shipment of materials.
- 4) Assists with coordination of mailings to potential sites.
- 5) Assists with maintaining data that is submitted by sites in logical and concise manner.
- 6) Assists with extensive developing of reports, including the post-event Executive Summary, and information briefings.
- 7) Assists with the development of the WVU/NAFTC event and the National Kick-off event(s).
- 8) Assists in other NAFTC projects, such as writing and editing of articles for NAFTC publications, Web site, etc.

**Supervisory/Lead Role**

This position reports to the Odyssey Coordinator and works closely with the Assistant Director - Communications. Normally receives general instructions on routine work, detailed instructions on new assignments. Supervision of others is not required, however, sharing of knowledge with others and team participation is expected in the role. Program, project or activity lead responsibilities may occur or be assigned in this position.

**Physical Demands**

Must be able to operate standard office equipment including a computer, copy machine, printers, telephones, faxes, and others. Must be able to lift up to 30lbs. May occasionally require reaching to high or low places for lifting of files and other office items and equipment. Must independently

travel for work assignments. Activities are predominantly non-manual though some manual work may be included.

### **Work Environment**

Normal work will be in a typical office environment. However due to the nature of curriculum development duties, activities will be required in laboratory and shop settings in order to develop and evaluate training activities. This will place the incumbent in contact with those items normally encountered in an automotive shop environment.

### **Requisite Qualifications**

#### Education and/or Experience

- 1) Associate's degree in communications, business, public administration or related;  
and
- 2) two or more years assisting with public relations activities;  
or
- 1) equivalent combination of education and experience

#### Skills, Knowledge Abilities

- 1) Skilled to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- 2) Good written and oral communication skills.
- 3) Skilled to coordinate many different tasks, determine relative importance of each, set deadlines, complete projects in a timely manner.
- 4) Good customer service skills.
- 5) Knowledge of successful event planning procedures.
- 6) Knowledge of administrative and clerical procedures and systems.
- 7) Demonstrated ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- 8) Demonstrated ability to operate effectively in a fast-paced, high-volume environment.
- 9) Demonstrated ability to work independently, exercising good judgment.
- 10) Ability to operate a personal computer using Microsoft Word, Excel, PowerPoint, and email software packages.
- 11) Ability to use Adobe Photoshop and/or InDesign is a plus.
- 12) Ability to use telephone to conduct business of NAFTA.

#### Behavioral Competencies

- 1) Technical skills – Strives to continuously build knowledge and skills; pursues training and development opportunities; assess strengths, weaknesses, and shares expertise with others.
- 2) Problem solving – Gathers and analyzes information, identifies problems, develops alternatives, uses reason even when dealing with emotional topics and works well in groups and resolves matters timely.
- 3) Internal & External Customer Service – Manages difficult or emotional matters with objectivity and openness; responds promptly to needs and requests for service and assistance; meets commitments and dates, notifies others if change occurs;

provides, solicits and applies feedback; and builds goodwill through balanced contributions, positive approach, respect and support of others.

- 4) Communications – Demonstrates group presentation skills, participates in meetings, listens and gets clarification, is responsive and speaks clearly and persuasively in positive and negative situations. Writes and edits clearly and informatively, varies style to meet needs, presents numerical data effectively, and able to read and interpret written information.
- 5) Organizational Support – Aligns work and develops strategies to meet organizational goals; seeks to improve and promote quality; demonstrates accuracy and thoroughness; and upholds organizational expectations and values.
- 6) Self Management – Responds to management direction; resourcefully adapts to changes in work environment and circumstances; responds well under pressure and manages competing demands; takes calculated risks, asks for and offers help when needed; exercise discretion and sound judgment; is tactful and responsible for own actions.

### **Preferred Qualifications & Credentials**

#### Education and/or Experience

- 1) Writing experience in an automotive, educational, environmental, engineering or government area
- 2) Technical writing experience about alternative fuel and advanced technology vehicles and training