

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES

ADMINISTRATIVE ASSISTANT
(Office of the Director of Professional Development and Meetings)

GENERAL DESCRIPTION

The Administrative Assistant serves as the assistant to the Director of Professional Development and Meetings responsible for directing and planning the activities relating to Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) conferences--the Institute on Quality Enhancement and Accreditation and the Annual Meeting-- as well as other duties as may be assigned to the Director.

SPECIFIC DUTIES

Responsibilities include performing a variety of secretarial and administrative duties to support the planning and operations of SACSCOC conferences. Specific duties are outlined as follows:

- Respond to a variety of routine inquiries which require knowledge and an understanding of the organization, programs, and procedures related to the work of the Commission and the supervisor;
- Assist the Director with maintaining current policies and procedures;
- Compose correspondence and initiate responses to inquiries sent to the conference email accounts;
- Make appointments, schedule meetings, and make necessary travel arrangements;
- Process expense vouchers for supervisor and program participants associated with the SACSCOC conferences;
- Maintain a record of conference expenses and monitor conference budgets;
- Handle key processes and run reports in event management software;
- Manage the receipt and control of Annual Meeting session proposals;
- Maintain the accuracy of information related to all conference sessions and presenters;
- Communicate with and support presenters and speakers in all aspects of their participation

in the conferences;

- Process invoices and resolve payment issues related to conference activities as directed by the SACSCOC Business Office;
- Assist with other responsibilities of the supervisor apart from the activities relating to the SACSCOC conferences; and,
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of correct and precise English usage, spelling, punctuation, and grammar; expertise and experience with contemporary office practices and procedures; and familiarity with using databases (preferred).

Skills sufficient to type from plain copy at a rate of at least 50 words per minute with precise proofreading skills; intermediate to advanced skills in Microsoft Office Suite including Word, Outlook, Excel, and PowerPoint; highly detail-oriented and organized; and excellent customer relations.

Ability to work in a team environment, as appropriate, with minimal supervision; to quickly learn new technology skills; to meet and interact with visitors in a collegial and professional manner; to analyze problems and make appropriate recommendations; to demonstrate a willingness to take on new responsibilities; to travel to host conferences in-person; and to represent the Commission in a positive, gracious manner consistent with the service function of the Commission.

MINIMUM EDUCATION AND EXPERIENCE

Education shall be as a minimum a high school diploma; an Associate's degree in a related field from a regionally accredited institution preferred.

At least three years of related work experience is required.

FLSA Status: Exempt

Terms of Employment: Full-Time

Revised: 05/18/2021