

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES

ADMINISTRATIVE ASSISTANT
(Offices of the President & Director of Institutional Finance)

GENERAL DESCRIPTION

The Administrative Assistant serves as an assistant to the President of the Commission and the Executive Assistant to the President, and as an assistant to the Director of Institutional Finance. The Administrative Assistant reports to the Executive Assistant to the President and the Director of Institutional Finance.

SPECIFIC DUTIES

Responsibilities include performing a variety of complex secretarial, clerical, office management, and general administrative duties with primary emphasis on relieving the supervisors of operational details. Specific duties are outlined as follows:

- Perform day-to-day secretarial tasks as directed;
- Answer telephone calls, greet visitors, and process mail;
- Respond to a variety of routine inquiries which require knowledge of office procedures and an understanding of the organization, programs, and procedures related to the work of the Commission;
- Compose correspondence and initiate responses to inquiries;
- Establish and maintain office files, both electronic and hard copy;
- Assist Director with travel arrangements and PowerPoint presentations for SACSCOC meetings, regional and national meetings, etc.;
- Facilitate institutional profile collection process by phone call, email or written correspondence, as needed;
- Locate and provide financial materials as needed to Director;
- Responsible for updating the field for heightened cash monitoring (HCM) in Salesforce;
- Responsible for ensuring Chief Executive Officers, Institutional Accreditation Liaisons, Chief Academic Officers, Chief Financial Officers, and Board Chairs, are Current in Salesforce;
- Assist with meeting planning activities, as needed;

- Record minutes of meetings, as required;
- Order lunches for monthly Staff Meetings and other staff events;
- Responsible for General Calls and the “Contact Us” Emails from SACSCOC webpage;
- Assist with Commission projects, as needed;
- Assist other Commission staff as needed;
- Assist in the preparation of, and on-site during, SACSCOC meetings (in and out of town); 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 technology and software programs such as Microsoft Office.

Skills sufficient to type from plain copy at a rate of at least 50 words per minute with precise proofreading skills; experience with a range of word processing programs in the Microsoft Office environment (Word, Outlook, Excel, PowerPoint); and the ability to create documents such as spreadsheets, monthly calendars, graphs, charts, PowerPoint presentations, and other reports. Experience using Salesforce a plus.

Ability to work, as appropriate, with minimal supervision; to meet and interact with visitors in a collegial and professional manner; to compose correspondence and answer inquiries from various sources; to analyze problems and make appropriate recommendations; to perform specialized clerical functions; to follow and transmit oral and written instructions; to demonstrate a willingness to take on new responsibilities; and to represent the Commission via telephone 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 from a regionally accredited institution.

Experience should include three years of secretarial experience. Appropriate training beyond the secondary level may be substituted for the desired experience.

FLSA Status: Non-exempt

Terms of Employment: Full-time

Revised: 07/01/2021