

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS  
COMMISSION ON COLLEGES

**ADMINISTRATIVE ASSISTANT**

GENERAL DESCRIPTION

The Administrative Assistant serves as the assistant to one or more Vice Presidents or equivalent ranking administrators.

SPECIFIC DUTIES

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

- Performs day-to-day secretarial and administrative tasks as directed by the supervisors;
- Answers telephone calls, greets visitors, and processes mail;
- Responds 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 and the supervisors;
- Records minutes of meetings as required;
- Types correspondence, reports, memoranda, and related office material into draft and final format;
- Composes correspondence and initiates responses to inquiries;
- Keeps supervisors' calendars, makes appointments, schedules meetings, and makes necessary travel arrangements;
- Processes expense vouchers and records for supervisors and committees;
- Composes and types various reports, verifying data, gathering information, and computing and checking figures;
- Establishes and maintains office files, both electronic and hard copy;
- Assists supervisors in achieving their respective goals and objectives, and with their respective Commission responsibilities;

- Assists with *ad hoc* committee projects as needed;
- Assists other Commission staff as appropriate;
- Assists in the preparation of, and on-site during, Commission 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.

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 in a positive, gracious manner consistent with the service function of the Commission.

## MINIMUM EDUCATION AND EXPERIENCE

Education should be an associate degree in business or related field from a regionally accredited institution (high school diploma at minimum--experience may be more important than formal education).

Experience should include a successful record of performance in similar roles for at least eight years.

FLSA Status: Non-Exempt

Terms of Employment: Full-Time

Revised: 10/01/2012