APPLICATION PROCESS FOR
EXECUTIVE ASSISTANT POSITION

Applicants and nominees for the Executive Assistant position with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) should submit a letter of application, a current résumé, and a list of three (3) references to:

Ms. Kisha Berger  
Coordinator of Human Resources  
SACSCOC  
1866 Southern Lane  
Decatur, GA 30033-4097  
kberger@sacscoc.org

Applications may be submitted via U.S. Mail or electronically and must be received in the SACSCOC office by Friday, November 12, 2021, at 4:30 p.m. (ET). The Executive Assistant will need to reside in the Atlanta/suburban area.

Questions regarding the process should be directed to Kisha Berger at (404) 994-6580 or kberger@sacscoc.org.
EXECUTIVE ASSISTANT

GENERAL DESCRIPTION

The Executive Assistant serves as the assistant to the President of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

SPECIFIC DUTIES

Responsibilities include performing a variety of complex and confidential secretarial, office management, and administrative duties. Specific duties are outlined as follows:

• Performs day-to-day administrative tasks as directed by the supervisor;

• Answers telephone calls, greets visitors, and processes mail;

• Answers 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;

• Types correspondence, reports, memoranda, and related office material into draft and final format;

• Composes correspondence and initiates responses to inquiries;

• Keeps supervisor’s calendar, makes appointments, schedules meetings, and makes necessary travel arrangements;

• Processes expense vouchers for supervisor;

• Establishes and maintains office files;

• Takes minutes at Staff Meetings;

• Takes minutes at Executive Council Meetings at Spring, Summer and Annual Meetings;

• Assists supervisor with SACSCOC budget;
• Assists supervisor in achieving his/her respective goals and objectives, and respective Commission responsibilities;

• Assists supervisor with personnel matters;

• Assists with ad hoc committee projects as needed; and,

• Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of correct and precise English usage, spelling, punctuation, grammar; and of modern office practices and procedures.

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 with Salesforce a plus.

Ability to work, as appropriate, with minimal supervision; to meet and deal with high-level officials and visitors in an effective and gracious 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 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.