



**APPLICATION PROCESS FOR
ADMINISTRATIVE ASSISTANT TO
SENIOR VICE PRESIDENT AND TO
THE CHIEF OF STAFF POSITION**

Applicants and nominees for the Administrative Assistant to the Senior Vice President and to the Chief of Staff 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 **Thursday, December 8, 2022, at 4:30 p.m. (ET)**. The candidate will need to reside in the Atlanta/suburban area.

Questions regarding the process should be directed to Kisha Berger at kberger@sacscoc.org.

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES

ADMINISTRATIVE ASSISTANT
(To the Senior Vice President and to the Chief of Staff)

GENERAL DESCRIPTION

The Administrative Assistant serves as the assistant to the Senior Vice President and to the Chief of Staff. The Assistant reports directly to the Chief of Staff.

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:

- Performs day-to-day secretarial and administrative tasks;
- 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;
- 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;
- Responsible for preparing and disseminating the Agenda for Administrative Staff Meetings;
- Records minutes of meetings as required;
- Maintains working knowledge of Commission Web site and its contents, and maintains the log-in of documents sent to the Senior Vice President and Chief of Staff for inclusion on the Web;
- Processes new applications and maintains files relating to pre-applicant and applicant institutions;
- As requested, responds to inquiries from pre-applicants and applicant institutions;
- Organizes Pre-Applicant and Institutional Effectiveness Workshops;
- Maintains records of institutions attending Workshops;
- Schedules SharePoint conference calls for off-site clusters;
- Processes expense vouchers for members of the Off-Site Review Committees;
- Assists with Commission 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,
- Assist with scheduling and planning in-service meetings
- Assist Chief of Staff and Vice President with staffing on-site committees
- 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 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 three years.

FLSA Status: Non-exempt

Terms of Employment: Full-time

Revised: 10/07/2022