



## APPLICATION PROCESS FOR STAFF ASSISTANT POSITION

Applicants and nominees for the Staff 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](mailto:kberger@sacscoc.org)

Applications may be submitted via U.S. Mail or electronically, and must be received in the SACSCOC office by **Tuesday, December 6, 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](mailto:kberger@sacscoc.org).

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS  
COMMISSION ON COLLEGES

**STAFF ASSISTANT**

**GENERAL DESCRIPTION**

The Staff Assistant performs clerical or other specialized duties. The Staff Assistant reports to the Executive Assistant to the President of the Commission.

**SPECIFIC DUTIES**

Responsibilities include assisting staff with a variety of clerical, collating, filing, letters, copying, mail processing, switchboard and other duties as assigned. Specific duties are outlined as follows:

- Performs day-to-day clerical support as directed by the supervisor;
- Files correspondence, reports, and other documents assigned to the on-site institutional file room; update member information in institutional portal (Salesforce);
- Prepares “New President” letters and packets and “Chronicle” letters for the President’s office; responds to inquiries received in the “General Questions” email account;
- Serves as relief operator on the Commission’s switchboard (e.g., relieves Receptionist for breaks and lunch; serves as Receptionist in her absence and for extended periods on a rotation basis with secondary back-up) (see Receptionist’s job description);
- Compiles packets of materials for visiting committees, Commission meetings, etc.;
- Assists with Commission projects, as needed;
- Assists in activities related to Commission meetings, e.g., Chair Training, Annual and Summer Meetings, etc.;
- Assists in the preparation off and on-site during, Commission meetings (in and out of town) as needed;
- 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.

Ability to work, as appropriate, with minimal supervision; to meet and interact with visitors in a collegial and professional manner; to answer inquiries from various sources; to analyze problems and make appropriate recommendations; 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 shall be a minimum of a high school diploma. Associate degree preferred.

FLSA Status: Non-Exempt

Terms of Employment: Full-Time

Revised: 11/14/2022