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

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.
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