



APPLICATION PROCESS FOR

Administrative Specialist (OLGACS)

Applicants and nominees for Administrative Specialist position in the Office of Legal and Governmental Affairs and Commission Support (OLGACS) 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
Director 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, March 13, 2026, at 4:30 p.m. (ET)**. The Administrative Specialist 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 Specialist (OLGACS)

GENERAL DESCRIPTION

The Administrative Specialist in the Office of Legal and Governmental Affairs and Commission Support serve as the strategic partner to the Director, managing the critical intersection of legal affairs, governmental relations, and administrative excellence. Operating as the "engine room" of the office, this role orchestrates complex logistics, optimizes workflows, and monitors the evolving legislative landscape. As a force multiplier, the Specialist anticipates needs, maintains strict confidentiality, and acts as a decisive bridge between the Director and key stakeholders to ensure organizational priorities are executed flawlessly.

KEY RESPONSIBILITIES

Legislative & Strategic Support

- Partner with departmental staff to track, monitor, and notate changes in legislation concerning higher education, ensuring the Director is briefed on developments that impact organizational strategy.
- Prepare comprehensive daily briefs, agendas, and legislative summaries; track action items and milestones to ensure the Director is fully prepared for every Commission meeting and stakeholder engagement.

Communications & Documentation

- Partner with departmental staff to compose, create, review, and edit executive correspondence to the Executive Council and the Board of Trustees, ensuring all messaging aligns with the Director's voice and vision.
- Draft formal updates, remarks, and sensitive documents related to accreditation, reviews, appeals, and arbitrations.
- Serve as an official recorder for Fifth-Year Review sessions and other high-level proceedings, ensuring accuracy and confidentiality.

Calendar & Operations Management

- Manage a complex, multi-time-zone calendar, proactively prioritizing high-impact meetings and strategically building in essential "buffer" and preparation time.

- Screen meeting requests against the Director’s strategic priorities and the specific needs of the Commission.
- Create and maintain SOPs, digital filing systems, and automated workflows to eliminate bottlenecks and optimize efficiency.

Travel, Logistics & Financial Oversight

- Coordinate end-to-end travel, providing detailed briefs on stakeholders, schedules, and contingency plans.
- Monitor budget spending, ensure accurate administrative documentation, and reconcile travel expenses for the Director and Trustees in compliance with organizational policy.
- Serve as the primary point of contact for internal and external stakeholders, navigating complex inquiries with discretion and professionalism.

Minimum Education and Experience

- Bachelor’s degree in education, communications, business, or a related field.
- 2+ years of experience in administrative support or communications (experience in a higher education setting is preferred).
- Exceptional writing and verbal communication skills, with the ability to adapt tone for various executive audiences.
- Demonstrated expertise in the Microsoft Office Suite, project management tools, and modern digital communication platforms.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Dynamic and detail-oriented professional
- Meeting/board governance practices; agenda building, minutes, and records management.
- Project management fundamentals
- Technical proficiency and familiarity with Microsoft 365 (Outlook, Teams, Zoom, Word, Excel, PowerPoint), document management, e-signature, and scheduling platforms.
- Process design; develop templates, and automations to reduce cognitive load on the executive.
- Ability to adapt to changing conditions; re-prioritize instantly while maintaining quality.
- Strong organizational and multi-tasking skills
- Ability to work independently and collaboratively as needed.
- Ability to travel periodically for business purposes.

FLSA Status:	Exempt
Terms of Employment:	Full-Time
Create:	February 2026