



**APPLICATION PROCESS FOR**  
**Administrative Assistant**

Applicants and nominees for Administrative 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  
Director 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 Friday, ***April 13, at 4:30 p.m. (ET)***. The Administrative Assistant 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

**ADMINISTRATIVE ASSISTANT**

GENERAL DESCRIPTION

The Administrative Assistant provides essential office support and works in concert with two or more Vice Presidents or equivalent ranking administrators.

SPECIFIC DUTIES

Responsibilities include performing a variety of complex clerical, office management, and general administrative duties with primary emphasis on relieving the respective Vice Presidents of operational details. Specific duties are outlined as follows:

- Performs day-to-day clerical and administrative tasks
- Works independently, as Vice Presidents travel frequently
- Serves as a first point of contact for current and prospective SACSCOC Member Institutions and the general public, answering emails and phone calls, and greeting visitors;
- 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 SACSCOC;
- Supports members of the SACSCOC Board of Trustees during its biannual meetings (travel required), recording official decisions, meeting minutes, and disclosures, as required; and maintaining confidentiality
- Prepares correspondence, reports, memoranda, and related office material into draft and final format;
- Composes and initiates responses to inquiries;
- Maintains supervisors' calendars, makes appointments, schedules meetings, and makes necessary travel arrangements;
- Processes expense vouchers and records for supervisors and committees;
- Prepares various reports, verifying data, gathering information, and calculating and verifying figures;

- Establishes, maintains, and retains office records and files as per SACSCOC policy on document retention;
- Assists supervisors in achieving their respective goals and objectives, and with their respective responsibilities;
- Assists with *ad hoc* committee projects, as needed;
- Assists fellow SACSCOC Administrative Assistants and other staff, as appropriate;
- Staffs SACSCOC events, workshops, and retreats such as the Annual Meeting, Summer Institute, Small College Initiative, Pre-Applicant Workshop, Staff Retreat (virtual and in-person events, which may require travel); and,
- Other duties as assigned.

#### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of standard professional English usage, spelling, punctuation, and grammar; proficiency with current office practices and technology, including software programs such as Microsoft Office (Word, Outlook, Excel, PowerPoint), Salesforce, Concur; and excellent proofreading skills.

Ability to work, as appropriate, with minimal supervision and prioritize tasks; 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 SACSCOC in a positive, professional manner consistent with the service-oriented mission of the organization.

#### MINIMUM EDUCATION AND EXPERIENCE

Associate degree in a field such as Administrative Assistant, Office Management, Business administration, or related from a regionally accredited institution preferred; high school diploma with related experience a minimum

Experience should include a successful record of performance in a similar role(s).

FLSA Status: Non-Exempt

Terms of Employment: Full-Time

Revised: 04/01/2025