



APPLICATION PROCESS FOR

Administrative Assistant

Applicants and nominees for the 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

Applications may be submitted via U.S. Mail or electronically and must be received in the SACSCOC office by Friday, **August 21, 2026, 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.

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 an institution accredited by a U.S. Department of Education–recognized accreditor 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