

 **Administrative Assistant**

 **TRIO Student Support Services**

**REPORT TO:** Director, TRIO SSS

**E CLASS:** FT 12Month

**FLSA:** EXEMPT

**PURPOSE:**

TRIO SSS invites applications for the position of Administrative Assistant. This position seeks a dynamic, motivated, and collegial person with a strong commitment to supporting student success. This individual will be responsible for managing the office and for performing clerical duties as assigned for the Student Support Services Program. The ideal candidate for this position shall possess the necessary, excellent administrative skills and a clear commitment to the goals and objectives of the SSS Program. This is a grant-funded position and is secure only during the funding period.

**PREFERRED QUALIFICATIONS:**

The Administrative Assistant must possess knowledge equivalent to that acquired through the first two years of college with a minimum of five years of related and progressively expansive work experience in word processing, spreadsheets, databases, account ledger maintenance, and university policies and procedures. Experience and knowledge related to students from low-income or first-generation backgrounds or persons with disabilities are essential. The Administrative Assistant must be able to maintain confidentiality. Bachelor’s Office management experience required.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

1. Disseminate information about program services to other staff members, and to Miles College student applicants and/or enrollees in order to assist with the identification of first-generation, low-income, and disabled students.
2. Gather, evaluate and maintain necessary records in the student participants’ files.
3. Assist in the development of forms, handbooks, and publications related to the Student Support Services Program to use within the Alabama area as marketing tools for the program.
4. Assess the effectiveness of current services for future program development.
5. Assist in the planning and implementation of cultural/educational trips for participants.
6. Develop and maintain supportive relationships with assigned participants.
7. In cooperation with the project director, assess and monitor participants’ academic progress as outlined in the grant.
8. Provide information, college and career guidance, and student development activities that will result in completed career and educational plans for assigned participants.
9. Maintain all office records and serve as a collection point for all records pertaining to project expenditures including copies of requisitions, purchase orders, timesheets, and absence forms.
10. Provide clerical support for the Student Support Services program and staff.

**Supplemental Functions:**

1. Assist with collection of evidence and documentation for students, as needed.
2. Assist Director in writing reports.
3. Assist with the creation and maintenance of an online database to facilitate records retention.
4. Perform other duties as assigned by supervisor.

**KNOWLEDGE, SKILLS & ABILITIES:**

Must have excellent oral, written, and verbal communication skills; ability to make sound decisions in accordance with college policy, rules, regulations, and departmental policies; ability to work effectively and collegially with other employees throughout the college; ability to establish and maintain effective working relationships with other employees, students, and the public; ability to organize and prioritize work and be able to work independently. Possess basic office skills including keyboarding and bookkeeping; proficient in computer use with experience in word processing, spreadsheets, and databases; ability to interact effectively with faculty, staff, and applicants.

**WORK ENVIRONMENT:**

The work environment consists of exposure to physical conditions typical of a normal office environment. Most of the job is performed while sitting, although the work may require occasional standing or walking and/or the lifting and carrying of small objects.

**TRAVEL: NA**

*\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

**SPECIAL INSTRUCTIONS TO APPLICANTS:**

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to mwilson@miles.edu.** Due to the large volume of inquiries, applicants will not receive a response unless there is a match, at which point the applicant will be contacted for an interview.

**NOTICE OF NON-DISCRIMINATION**

Miles College is an equal opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities on the basis of race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other bases prohibited by law.  Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd Fairfield, AL 35064, 205-929-1440, titleix@miles.edu. For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [Click here](https://www.miles.edu/title-ix).