

**ADMINISTRATIVE ASSISTANT**

**TRIO MCNAIR**

**REPORT TO:** McNair Project Director

**E CLASS:** FT 12 Month

**FLSA:** Exempt

**PURPOSE:**

The TRIO McNair invites applications for the position of Administrative Assistant. This position is responsible for managing the office and performing record keeping, customer service, and clerical duties as assigned for the TRIO McNair 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 TRIO McNair Program. This is a grant-funded position and is secure only during the funding period.

**REQUIRED QUALIFICATIONS:**

An Associate’s degree (Bachelor’s degree preferred) in office management, accounting, business, or a related field from an accredited institution. Minimum of one year experience working in an office environment; ability to communicate, both orally and in writing; excellent organizational skills; and proficient word processing and data entry skills are required. Experience working with TRIO programs or with a diverse, academically challenged, or disadvantaged student population is preferred.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

1. Organize and maintain a confidential filing system and database for all participants, activities, and services.
2. Assist in tracking McNair participants to collect data on retention, graduation, grade point averages, and transfer rates for project evaluation
3. Disseminate information about program services to other staff members and Miles College student applicants and/or enrollees to assist with identifying first-generation, low-income, and disabled students.
4. Assist with recruitment and selection of new participants.
5. Assist with creating and maintaining an online database to facilitate records retention.
6. Assist the Director in monitoring inventories, purchase requisitions, trip requests, and expense statements.
7. Assist in ensuring appointments are scheduled with participants at prescribed intervals to review academic progress, performance, personal concerns, and other relevant issues.
8. Gather, evaluate and maintain necessary records in the student participants’ files.
9. Assist in developing forms, handbooks, marketing materials, and publications related to the program.
10. Assist in the planning and implementing of cultural/educational trips and student research opportunities.
11. Develop and maintain supportive relationships with assigned participants.
12. Maintain all office records and serve as a collection point for all records on project expenditures, including copies of requisitions, purchase orders, timesheets, and absence forms.
13. Assist with collecting evidence and documentation for students, as needed.
14. Assist with registration activities as needed.
15. Assist Director in writing reports.
16. Perform other duties as assigned by the supervisor.

**KNOWLEDGE, SKILLS & ABILITIES:**

Progressively expansive work experience in word processing, spreadsheets, databases, account ledger maintenance, and college policies and procedures. Experience and knowledge related to students from low-income or first-generation backgrounds or persons with disabilities are essential. Maintain confidentiality.

**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:**

Travel may be required.

*\*\*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 only receive a response if 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 based on 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).