



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:

11. Assist with the collection of evidence and documentation for students, as needed.

12. Assist the Director in writing reports.

13. Assist with the creation and maintenance of an online database to facilitate records retention.

14. 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 hr@miles.edu. Must be legally authorized to work in the United States without need for employer sponsorship, now or at any time in the future.** 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](#).

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As set forth in this Policy, MILES COLLEGE prohibits discrimination on the basis of sex in its programs and activities. As defined by Title IX, discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

MILES COLLEGE does not discriminate in its admissions practices, except as permitted by law, in its employment practices, or in its educational programs or activities on the basis of sex. MILES COLLEGE also prohibits retaliation against any person opposing sex discrimination or participating in any sex discrimination investigation or complaint process, whether internal or external to MILES COLLEGE. Sex-based harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination that are prohibited under Title IX and by the college's [Title IX Policy](#).