Position Announcement

**JOB TITLE:** Administrative Assistant

The Mississippi Board of Trustees of the State Institutions of Higher Learning System Office seeks applications for the position of **Administrative Assistant**. This position reports to the Associate Commissioner for Academic and Student Affairs. IHL is governed by a twelve-member Board of Trustees and consists of eight universities enrolling more than 95,000 students. The System office is located in Jackson, Mississippi.

**Job Summary**

The Administrative Assistant manages the day-to-day activities of the Office of Academic and Student Affairs (OASA) and provides administrative support to the Associate Commissioner of Academic and Student Affairs.

**Essential Functions**

A review of this description has excluded the marginal functions of this job which are incidental to the performance of fundamental job duties. All duties or requirements are essential job functions. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. This employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by their Supervisor. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

- Adheres to IHL Executive Office and department policies, procedures and regulations.
- Manage OASA purchasing, maintain office supplies and equipment inventory, and assist with general OASA operational budget management which includes monthly Procurement Card Reconciliation.
- Management of the copier for ninth floor personnel to include, daily usage monitoring for charge purposes, maintenance as needed, and providing training as needed on updates, etc.
- Draft and process correspondences for the Associate Commissioner for Academic and Student Affairs.
- Manage and coordinate the Associate Commissioner's calendar and travel as necessary.
- Manage the Department calendar.
- Arrange venues, caterers, speakers, and correspondences for OASA meetings and events, which includes taking minutes for monthly meetings.
- Assist OASA directors with various tasks as directed by the Associate Commissioner for Academic and Student Affairs.
- Direct telephone questions and complaints to appropriate Directors within the OASA.
- Greet and direct OASA visitors.
- Perform other duties as directed by the Associate Commissioner for Academic and Student Affairs.

**Competencies**

- Speaking
- Active Listening
- Service Orientation
- Reading Comprehension
- Writing

**Supervisory Responsibility**

This position has no supervisory responsibilities.

**Education and Experience**

Preferred candidates for this position should possess the following combination of education and/or experience:
• Bachelor’s degree from a regionally accredited college or university is preferred; OR high school diploma or equivalent (GED) AND a minimum of five years previous experience in work related to the aforementioned duties and responsibilities.
• Extensive experience in administrative and clerical procedures such as word processing, spreadsheet development, file management, faxing, and copying.
• Extensive experience in the use of Microsoft Word, Excel, and Outlook.

Working Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, fax machines, shredders, and other related office equipment.

Mental/Physical Requirements

• Excellent written and verbal communication skills; Excellent interpersonal, written and verbal communication skills.
• Excellent organizational, analytical, and time management skills.
• Ability to collaborate with diverse persons, agencies, and groups.

Position type and expected hours of work

This is a full-time, at-will position. Days and hours of work are Monday through Friday from 8:00 a.m. to 5:00 p.m. After hours may be required in rare circumstances.

Travel

Limited travel will be required for this position.

Application Requirements

Completed applications should include a letter of interest, current résumé or vita; and the name, e-mail address, and phone numbers of three (3) professional references. Review of applications will continue until the position is filled. Women and minorities are encouraged to apply. To apply for this position, submit an official IHL Application for Employment, along with the documents noted above to the following address:

Mississippi Institutions of Higher Learning
Office of Human Resources
3825 Ridgewood Road
Jackson, MS  39211

Applications may also be emailed to: hr@mississippi.edu or faxed to 601.432.6129. For more information regarding IHL, visit our web site at http://www.mississippi.edu/jobs/

The Board of Trustees of State Institutions of Higher Learning is an Equal Opportunity Employer.