Position Announcement

**JOB TITLE: Administrative and Finance Assistant**

The Mississippi Board of Trustees of the State Institutions of Higher Learning System Office seeks applications for the position of **Administrative and Finance Assistant** with the **America Reads – Mississippi (ARM) AmeriCorps Program** under the **Office of Academic and Student Affairs**. This position reports to the **ARM State Director**. IHL is governed by a twelve-member Board of Trustees and consists of eight universities. The eight universities enroll over 80,000 students. The System office is located in Jackson, Mississippi.

**Job Summary**

The Administrative and Finance Assistant coordinates and/or performs a wide variety of administrative support activities for the Director of America Reads-Mississippi and other unit staff with an emphasis on financial grant management support for necessary contract compliance. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

**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.

- Adheres to IHL Executive Office and department policies, procedures and regulations.
- Provides administrative support to the Office of America Reads-Mississippi.
- Assists in the coordination and completion of ongoing programs, projects, and initiatives.
- Provides administrative support for the fiscal management of the program including collecting, tracking, and reporting.
- Conducts a monthly review of AmeriCorps member service time and consults with ARM regional offices.
- Coordinates arrangements for meetings, trainings, and special events; schedules and coordinates dates and times, venues, attendance, agendas, and facilities; takes minutes, and provides administrative support and follow-up on matters arising from meetings.
- Gathers, enters, and/or updates data to maintain records and databases; establishes and maintains files and records for office.
- Maintains regular communication with ARM regional offices.
- Maintains staff calendar, office supplies, and equipment.
- Assists in production of program publications (newsletters, brochures, manuals, etc.).

**Competencies**

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<tr>
<th>Competency</th>
<th>Skill</th>
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<tr>
<td>Detail Oriented</td>
<td>Writing/Proofreading</td>
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<tr>
<td>Active Listening</td>
<td>Critical Thinking</td>
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<tr>
<td>Reading Comprehension</td>
<td>Active Learning</td>
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**Supervisory Responsibility**
This position has no supervisory responsibilities.

**Education and Experience**

Associate’s Degree required (preferably in Accounting or Management)
Detail oriented and ability to maintain accurate fiscal and administrative records (physical and electronic)
Excellent oral and written communication skills
Excellent organizational and time management skills; and the ability to multi-task to meet tight deadlines
Proficient with Microsoft Office and desktop publishing software

Other preferred experience/training:
Experience working with diverse persons, agencies, universities, state agencies, and community organizations

**Working Environment**

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

**Physical requirements**

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is also required to use hands to finger or grasp objects, tools, or controls, type, and reach with hands and arms. The employee must periodically lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

**Position type and expected hours of work**

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m.

**Travel**

No regular travel is expected for this position, but periodic travel for meetings and training may be requested. Valid driver’s license and current auto insurance needed.

**Application Requirements**

Completed applications should include a current résumé; and names, address, e-mail address, and phone numbers of three (3) professional references. Review of applications will begin immediately and will continue until the position is filled. Women and minorities are urged 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 www.mississippi.edu/ihl.

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