Position Announcement

JOB TITLE: Executive Assistant

The Mississippi Board of Trustees of the State Institutions of Higher Learning System Office seeks applications for the position of Executive Assistant. This position reports to the Deputy Commissioner/Chief Administrative Officer. 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 Executive Assistant manages the day-to-day activities and provides support for the Deputy Commissioner/Chief Administrative Officer. Employees will be required to follow any job-related instruction and to perform any 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.

Essential Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adhere to IHL and department policies, procedures, and regulations
- Answer and screen general phone inquiries using a professional and courteous manner
- Direct and transfer phone inquiries to the appropriate staff members
- Greet visitors to the office in a professional and friendly manner
- Type general correspondences (emails, memos, etc.), proofread for spelling, grammar, and layout; make appropriate changes; responsible for accuracy and clarity of final copy
- Sort incoming mail for distribution and maintain mail log
- Prepare and distribute mail and courier parcels (i.e. Fed Ex)
- File documents and materials according to the established procedures
- Maintain the Deputy Commissioner/Chief Administrative Officer’s calendar of appointments; reschedule moved appointments immediately; provide information to internal and external constituents
- Make travel, meeting and other arrangements for the Deputy Commissioner/Chief Administrative Officer; reconcile travel credit card/travel reimbursements
- Purchase inventory office supplies and meeting supplies; reconcile procurement credit card
- Coordinate meetings including ordering food, and set up/clean up
- Prepare general reports and/or presentations
- Provide administrative support and act as a point of contact between Deputy Commissioner/Chief Administrative Officer and direct reports
- Move projects forward by assisting with information gathering, communicating with different parties, developing and monitoring plans and keeping track of project status
- Attend meetings taking minutes noting action points
- Prioritize multiple needs often with competing deadlines; handle matters quickly, proactively and with follow through until completion; maintain confidentiality of sensitive information

Qualifications

High School diploma or equivalent (GED) required AND previous experience in administrative work preferred.

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse environment
- Strong knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
- Experience in the use of Adobe, Microsoft Word, Excel, and Outlook
Experience in administrative and clerical procedures including word processing, spreadsheets, internet, managing files and records and operation of typical office equipment such as a fax machine and copier.

- Experience in making travel arrangements and other logistical support activities
- Knowledge of the principles and processes for providing customer and personal services including customer needs assessment, meeting quality standards for service and the evaluation of customer satisfaction.

**Competencies**

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**Supervisory Responsibility**

This position has no supervisory responsibilities.

**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 5:00 p.m.

**Travel**

Travel is limited and primarily local during the business day, although some out-of-the-area and overnight travel is required.

**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.

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.