Position Announcement

JOB TITLE: Office and Program Assistant

The Mississippi Board of Trustees of the State Institutions of Higher Learning System Office seeks applications for the position of Office and Program Assistant. This position reports to the Director of Student Financial Aid. 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 Office and Program Assistant assists with the administration of a multi-million dollar state financial aid system by providing administrative support for the Mississippi Office of Student Financial Aid and assisting applicants to ensure that the application process is uncomplicated and the delivery of funds is timely.

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
- Maintain accurate accounting of departmental expenditures, and examine end-of-month expenditure reports for accuracy.
- Prepare and process various routine departmental documents such as purchase or check requisitions, disbursement vouchers, travel forms, etc., which require knowledge of office practices and procedures.
- Manage various documents related to human resource management.
- Maintain neat and accurate administrative and finance files for the Office of Student Financial Aid.
- Answer or redirect all email sent to sfa@mississippi.edu.
- Conduct receptionist/secretarial duties, which includes answering phones, processing the daily mail, and scanning and filing documents.
- Purchase inventory office supplies and meeting supplies; reconcile procurement credit card
- Assist with meetings of the Mississippi Postsecondary Education Financial Assistance Board and other meetings as needed. This may include ordering food and set up/clean up.
- Assist Program Administrators when possible.
- Respond to student calls and emails related to the primary state grant programs.
- Offer appropriate counseling about program requirements, eligibility, and application status to assist Program Administrators.
- Assist in outreach efforts.
- Assist other employees and perform additional duties as directed by the Director of the Office of Student Financial Aid.

Qualifications

Associate degree 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
Competencies

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<tr>
<th>Speaking</th>
<th>Service Orientation</th>
<th>Writing</th>
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<tr>
<td>Active Listening</td>
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<td>Reading Comprehension</td>
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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

Very little travel is required. Travel is primarily local during the business day.

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.