



APPLICATION PROCESS FOR
Executive Assistant to the President

Applicants and nominees for Executive Assistant to the President position with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) should submit a letter of application, a current résumé, and a list of three (3) references to:

Ms. Kisha Berger
Director of Human Resources
SACSCOC
1866 Southern Lane
Decatur, GA 30033-4097
kberger@sacscoc.org

Applications may be submitted via U.S. Mail or electronically and must be received in the SACSCOC office by **Friday, September 13, 2024, at 4:30 p.m. (ET)**. Executive Assistant to the President will need to reside in the Atlanta/suburban area.

Questions regarding the process should be directed to Kisha Berger at kberger@sacscoc.org.

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES

EXECUTIVE ASSISTANT

GENERAL DESCRIPTION

The Executive Assistant serves as the assistant to the President of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). SACSCOC is an institutional accreditor for quality assurance in higher education.

SPECIFIC DUTIES

Responsibilities include performing a variety of complex and confidential secretarial, office management, and administrative duties. Specific duties are outlined as follows:

- Performs day-to-day executive administrative tasks as directed by the supervisor;
- Answers telephone calls, greets visitors, and processes correspondence (mail and email);
- Answers a variety of routine and complex inquiries and initiates written and electronic responses on behalf of supervisor which require knowledge and an understanding of the organization, programs, and procedures related to the work of the Commission and the supervisor;
- Types correspondence, reports, memoranda, and related office material into draft and final format and track for follow up as needed;
- Keeps supervisor's calendar, makes appointments, schedules meetings, and makes necessary domestic and international travel arrangements;
- Processes expense vouchers for supervisor in Concur;
- Establishes and maintains electronic office files utilizing Box and Salesforce;
- Collaborates closely with internal and external partners, and maintains working relationships with Executive Council members;
- Attends Administrative Staff Meetings
- Is required to attend Executive Council Meetings and SACSCOC Board Meetings (in and out of town), and is required to participate in the SACSCOC Annual Meeting (in and out of town);
- Takes minutes at Executive Council Meetings during Spring, Summer and Annual Meetings and completes minutes from the meeting within a two-week period following each Meeting;
- Assists supervisor in achieving his/her respective goals and objectives, and respective Commission responsibilities;
- Assists with *ad hoc* committee projects as needed; and,
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of correct and precise English usage, spelling, punctuation, grammar; and of modern office practices and procedures. Some knowledge of the internal practices of institutions in higher education a plus.

Skills sufficient to type from plain copy at a rate of at least 50 words per minute with precise proofreading skills; experience with a range of word processing programs in the Microsoft Office environment (Word, Outlook, Excel, PowerPoint); and the ability to create documents such as spreadsheets, monthly calendars, graphs, charts, PowerPoint presentations, and other reports. Experience with Salesforce, Concur and Box a plus.

Ability to work, as appropriate, with minimal supervision; to meet and deal with high-level officials and visitors in an effective and gracious manner; to compose correspondence and answer inquiries from various sources; to analyze problems and make appropriate recommendations; to perform specialized clerical functions; to follow and transmit oral and written instructions; to demonstrate a willingness to take on new responsibilities; and to represent the Commission via telephone in a positive, gracious manner consistent with the service function of the Commission.

MINIMUM EDUCATION AND EXPERIENCE

Education should be an associate degree in business or related field from an institution accredited by a Department of Education recognized accreditor (high school diploma and minimum-experience may be more important than formal education).

Experience should include a successful record of performance in similar roles for at least eight years.

FLSA Status: Exempt

Terms of Employment: Full-Time

8/2024