



ADMINISTRATIVE ASSISTANT

Job Description

DIVISION/DEPARTMENT: Need in various	DATE TO BE FILLED: Immediately
REPORTS TO: Depending on division/department	SALARY: Commensurate with Experience

SUMMARY

- Perform administrative and secretarial duties with considerable latitude for exercising judgement and discretion, and provide administrative, academic, or operational assistance in the management of the department or office to which assigned.

REQUIREMENTS

- High School Diploma, preference will be given to applicants with a bachelor's degree in Business Administration/Secretarial Science and persons with at least 5 years of experience.
- The applicant will be required to take a clerical skills test before employment.
- Must be computer literate and efficient in using Microsoft Office.
- Good communication skills (written and verbal) are essential.
- Able to work effectively in a highly visible area assisting students, faculty, and colleagues.

RESPONSIBILITIES

- Prepare letters, emails, reports, or statements.
- Arrange for and schedule appointments, including interviewing callers or visitors and making proper referrals; screen visitors and provide information not requiring professional staff attention; refer students or visitors for special counseling or advice.
- Establish and maintain student records, requisitions, contracts, and certifications.
- Maintain up-to-date management and academic manuals, directives, budget records and related materials.
- Set up and maintain office files, correspondence and reports required for reference and efficient operation of the department.
- Assist in developing brochures, programs, public relations information, and other printed literature; order and renew departmental subscriptions, publications, and supplies.
- Take and transcribe dictation, type, and maintain office records.
- Prepare materials and make arrangements for meetings and special functions and make necessary arrangements for meals, refreshments and facility support.
- Provide guidance and direction to supportive office staff and supervise the review of completed task to ensure compliance with school/department/office policies and procedures.
- Assist in registration activities as required and serve as liaison with faculty and administrative personnel to communicate directives or to provide information and applicant processing.
- Perform a variety of office duties incidental to the work described herein and the unique responsibilities and mission of the school/department/office to which assigned.

SPECIAL INFORMATION

The Federal Government requires that every individual hired since May 31, 1987, complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.



ABOUT US

Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution, affiliated with the United Methodist Church. Founded in 1866, the college has 900 plus full and part-time students and 47 faculty members representing diverse, social, cultural, ethnic, racial, and national backgrounds. The campus is located 35 miles east of Memphis, TN.

RUST COLLEGE IS AN EQUAL OPPORTUNITY\AFFIRMATIVE ACTION EMPLOYER

TO APPLY

Persons interested in the above position should submit a resume along with a letter of interest to:

careers@rustcollege.edu

Mrs. Angela Williams, HR Manager
Rust College
150 Rust Avenue
Holly Springs, MS 38635

Closing Date:

Open Until Filled

Posting Date:

9/2021