VACANCY
at
RUST COLLEGE - HOLLY SPRINGS, MISSISSIPPI  38635
Applications are invited for consideration for appointment to the following position:

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>College Executive Assistant</th>
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<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>TBD</td>
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<tr>
<td>DATE TO BE FILLED:</td>
<td>Immediately</td>
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RANK OR POSITION AND SALARY RANGE:
College Executive Assistant C TBD

BRIEF DESCRIPTION OF RESPONSIBILITIES:

ESSENTIAL FUNCTIONS
Executive Assistants are responsible for more than just administrative duties. In this role you will typically filter and prioritize client visits or phone calls, manage the schedules of busy executive leaders on the college campus and communicate on behalf of the executives and teams they support.

Other responsibilities include:
- Providing administrative assistance, such as writing and editing emails, drafting memos and preparing communications on the executive's behalf
- Maintaining comprehensive and accurate corporate records, documents and reports
- Performing minor accounting and bookkeeping duties
- Organizing meetings, including scheduling, sending reminders and organizing catering when necessary
- Answering incoming phone calls in a polite and professional manner and accurately taking messages
- Welcoming visitors and identifying the purpose of their visit before directing them to the appropriate department
- Managing the executive's day-to-day calendar, including making appointments and prioritizing the most sensitive matters
- Coordinating travel arrangements (both domestic and international) and create trip itineraries
- Using various software, including word processing, spreadsheets, and presentation software to prepare reports and/or special projects

Executive Assistant skills and qualifications:
Effective Executive Assistant candidates should demonstrate particular skills and
QUALIFICATIONS: To find a great Executive Assistant, consider including some of these common skills in your Executive Assistant job description:

- Time management and ability to meet deadlines
- 2-3 years of administrative assistant experience
- Excellent verbal and written communication skills
- Strong organizational skills and ability to multitask
- Problem-solving and decision making skills
- Ability to act as gatekeeper and escalate relevant information to executives as needed
- Skilled in the use of standard office equipment (e.g., copiers, business telephone systems, projectors, fax machines).
- Ability to work effectively with minimal supervision
- Strong interpersonal skills
- Ability to treat confidential information with appropriate discretion
- Exceptional attention to detail
- Familiarity with Microsoft Office Suite

Education:
High School Diploma required minimum.

QUALIFICATIONS: Bachelor=s or Associate degree preferred. The applicant must have strong interpersonal, written, and oral communication skills. The applicant must also have good computer skills (knowledge of PowerPoint software is a plus). Additionally, the applicant must have the ability to transport, lift, and carry bulky recruitment materials to remote sites while working alone. The applicant must possess a valid driver=s license.

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.

Persons interested in the above position should submit a resume along with a letter of interest to:
Corey Buchanan, HR Director
Rust College
150 Rust Avenue
Holly Springs, MS 38635
careers@rustcollege.edu

CLOSING DATE FOR RECEIPT OF APPLICATION: Open until a qualified applicant is found
POSTING DATE: March 5, 2021

Rust College is an equal opportunity\affirmative action employer.