VACANCY

at

RUST COLLEGE - HOLLY SPRINGS, MISSISSIPPI 38635

Applications are invited for consideration for an appointment to the following position:

<table>
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<tr>
<th>TITLE:</th>
<th>Data Analyst/Administrative Assistant</th>
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<tbody>
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<td>DEPARTMENT:</td>
<td>Office of Institutional Research.</td>
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<td>DATE TO BE FILLED:</td>
<td>Immediately</td>
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<td>RANK OR POSITION AND SALARY RANGE:</td>
<td>$30,000.00 to $32,000.00</td>
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BRIEF DESCRIPTION OF RESPONSIBILITIES:

A Data Analyst/Administrative Assistant is someone who scrutinizes information using data analysis tools. The meaningful results they pull from the raw data help Rust College, Internal and External clients make important decisions by identifying various facts and trends.

Typical duties include:

- Using advanced researching techniques and computerized models to extract the data needed
- Removing corrupted data
- Performing initial analysis to assess the quality of the data
- Performing further analysis to determine the meaning of the data
- Performing final analysis to provide additional data screening
- Preparing reports based on analysis and presenting them to management
- Perform administrative duties with considerable latitude for exercising judgment and discretion, and provide administrative, academic, or operational assistance to the department or office to which assigned. Provide administrative assistance in the management of departmental or office affairs involving considerable discretion and confidentiality.
- Prepare letters, reports, or statements, a portion or all of which may be composed or compiled based on personal knowledge of the subject matter. Arrange for and schedule appointments, including interviewing callers or visitors and making proper referrals.
- Establish and maintain IPEDS records. Maintain up-to-date management and departmental manuals, directives, budget records, and related materials. Set up and maintain office files, correspondence, and key IPEDS 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. Advise or direct secretarial, clerical, or office personnel in the organization as to college policies, practices, and procedures tied to the IPEDS process.
- Make reservations for travel and living accommodations; 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 the completed task to ensure compliance with school/department/office policies and procedures.

- Liaison with faculty and administrative personnel to communicate directives or to provide information about the IPEDS process. 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.

**QUALIFICATIONS:** The applicant must be computer literate and capable of using Microsoft Office, Excel, and Access. Strong and Effective communication skills (written and verbal) are essential. The applicant must be able to work effectively in a highly visible area assisting students, faculty, and colleagues. Preference will be given to applicants with a bachelor’s degree in Business Administration and experience.

**SPECIAL INFORMATION:** 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 students from across the nation and 47 faculty members representing diverse, social, cultural, ethnic, racial, and national backgrounds. The campus is located 35 miles east of Memphis, Tennessee. 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:
Rust College
150 E. Rust Avenue
Holly Springs, MS 38635
Telephone: (601) 252-8000 ext. 4010 (Human Resource Office)
careers@rustcollege.edu

**CLOSING DATE FOR RECEIPT OF APPLICATION:** Open until a qualified applicant is found

**POSTING DATE:** 5/4/2021

RUST COLLEGE IS AN EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER