## ADMINISTRATIVE ASSISTANT

**DIVISION/DEPARTMENT:** Institutional Effectiveness  
**DATE TO BE FILLED:** Immediately  
**REPORTS TO:** TBD  
**SALARY:** Commensurate with Experience

### SUMMARY

To provide administrative and operational assistance in the management of the Office of Institutional Effectiveness; to directly assist the AVP and Director of QEP & Program Development with data collection and key communication with other administrative and academic areas.

### REQUIREMENTS

Excellent verbal and written communication skills are required; Knowledge of and proficiency in the latest computer operations needed to carry forth the goals of the office; Must demonstrate strong organizational and planning skills; Must have at least three (3) years of experience performing activities at the executive level in an office and/or academic environment. Also, must obtain a passing score on the college’s clerical skills test. Preference will be given to applicants with a bachelor’s degree in Business Administration/Secretarial Science and/or persons with at least 5 years of experience.

### RESPONSIBILITIES

- Take and transcribe dictation, prepare letters, emails, reports, or statements.
- Ensure compliance with school/department/office policies and procedures.
- Maintain up-to-date management of academic manuals, directives, budget records, requisitions, contracts, certifications, and other related materials.
- Arrange for and schedule appointments, including interviewing callers or visitors and making proper referrals; screen visitors and provide information not requiring professional staff attention.

### 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 represents 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**

Rust College values diversity and seeks talented students, faculty, and staff from diverse backgrounds. The college does not discriminate based on race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability, or status as a disabled or Vietnam Era veteran in its activities, programs, or employment practices.

### TO APPLY

Persons interested in the above position should submit a resume along with a letter of interest to: careers@rustcollege.edu

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

**Closing Date:** Open Until Filled  
**Posting Date:** 11/2021