



Executive Administrative Assistant

Job Description

DIVISION/DEPARTMENT: Various Departments

DATE TO BE FILLED: Immediately

SALARY: Commensurate with Experience

SUMMARY

The executive administrative assistant works independently, performing a wide range of complex and confidential administrative and clerical support duties for executive-level staff and his or her department. Typical responsibilities include coordinating the calendars, arranging meetings and events, preparing budgets, processing paperwork, and assisting students, staff, and the public.

QUALIFICATIONS

- Associate degree in business administration or related field. Relevant experience may substitute for the degree requirement on a year-for-year basis. Four years of progressively responsible administrative support experience.
- Must have strong organizational and project management skills, as well as attention to detail.
- Excellent written and verbal communication skills
- Excellent interpersonal skills and ability to provide information and service to various internal and external customers.
- Solid working knowledge of office processes and business policy development and related computer software and electronic communications tools.

RESPONSIBILITIES

- Monitors budget, including tracking expenditures and providing reports.
- May prepare spreadsheets for budgets, grants, or contracts, including tracking, maintaining expenditures, and reconciling accounts.
- Reviews, assesses, routes, answers, and monitors follow-up action steps on correspondence.
- Gathers and analyzes information required for administrative reporting.
- Provides a wide range of support, including keyboarding, composing, and editing letters, memoranda, reports, lecture/course materials, and presentations. Prepares copy for publication or submission of grant proposals and/or reports.
- Uses multiple technical applications, including word processing, database management, spreadsheets, graphics and presentation software, electronic calendar, email, and other technical applications.
- Serves as principal contact and source of information for department customers, including faculty, students, staff, and external customers.
- Manages calendars arranges meetings, appointments, and travel arrangements.
- Coordinates events, including conferences, seminars, and workshops.
- Purchases and maintains an inventory of supplies for the office.
- Creates and/or maintains filing system(s).
- Answers and routes phone calls, mail, and e-mail messages and may handle wide-range information dissemination.

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 faculty, staff, and students have diverse social, cultural, ethnic, racial, and national backgrounds. The college is located 35 miles east of Memphis, TN, with forty-seven buildings on a one hundred twenty-six-acre campus. Often referred to as the "citadel on the hill," the campus and historic town provide the perfect backdrop for fulfillment of the mission to equip and inspire students for excellence and service in their communities and throughout the world.

RUST COLLEGE IS AN EQUAL OPPORTUNITY\AFFIRMATIVE ACTION EMPLOYER

TO APPLY

Persons interested in the above position must submit a resume along with a letter of interest and unofficial transcript(s) to careers@rustcollege.edu

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

Closing Date:

Open Until Qualified Applicant is Found

Posting Date:

9/2023