

**Position Summary:** The School of Arts & Sciences at Toccoa Falls College seeks a full-time Administrative Assistant providing support for the Communication Department, Counseling Psychology Department, and Humanities & Natural Sciences Department. As the School is seeking administrative stability in these departments, strong preference will be given to applicants who can remain in this position for a number of years.

**General Responsibilities:** The Arts & Sciences AA reports to the chairs of the Communication, Counseling Psychology, and Humanities & Natural Sciences departments. Duties include, but are not limited to the following: Assist all departmental faculty as needed with routine photocopying and office needs; maintain departmental files and calendars; assist with departmental preplanning and postplanning reports; communicate with adjunct faculty, facilitating timely completion of their administrative responsibilities; coordinate construction of departmental course schedules each semester; process expense reports for the department chairs as needed; supervise student workers for each department; any other tasks as needed.

**Qualifications:** Sincere Christian commitment and character, clerical/organizational experience, strong interpersonal skills, desire to provide quality service to students and faculty, proficiency with Microsoft Office and standard technology, and the ability to multitask. A High School diploma is required, college education is preferred.

**Physical Requirements:** Must be able to frequently walk between buildings on campus, regularly climb steps and inclines, and occasionally lift boxes or files up to 25 pounds.

**Application Process:** Applicants should submit a resume, cover letter, and staff application (found at [www.tfc.edu](http://www.tfc.edu) under the "Employment" link) to Mary Kaye Ritchey, Director of Human Resources. Email: [mritchey@tfc.edu](mailto:mritchey@tfc.edu); phone: 706.886.6831 ext. 5238. All materials remain confidential. Members of minority groups are encouraged to apply.

Toccoa Falls College is a four-year Christian college affiliated with the Christian and Missionary Alliance, holding to a strong evangelical position, and is a full member in the Council for Christian Colleges & Universities (CCCU). It is located in the foothills of the Great Smoky Mountains, 95 miles north of Atlanta, Georgia.