Toccoa Falls College

Position Title: Administrative Assistant to Online & Dual Enrollment Education
Department: Online Education
Reports to: Dean of Online & Dual Enrollment Education
Category: Non-Exempt
Appointment: Half-Time, Hourly

POSITION SUMMARY:
The Administrative Assistant to Online Education & Dual Enrollment works directly with the Dean of Online & Dual Enrollment Education to coordinate administrative needs for Online Education and the Office of Dual Enrollment. This person serves as the primary contact for professors, staff, and students with questions regarding the Online Education Department and Office of Dual Enrollment. This position has the opportunity to invest in online students as their academic advisor. This position reports to the Dean of Online & Dual Enrollment Education.

ESSENTIAL TASKS:

- Oversee administrative culture of the Online Education Department & Office of Dual Enrollment
- typified by these tasks: answer the telephone, provide information to online faculty and students, take messages, direct calls; greet, respond to inquiries regarding departmental matters, providing specialized information regarding policies, procedures, rules and regulations.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe and efficient manner and with minimal supervision.
- Prepare outgoing mail; pick-up and distribute incoming mail to appropriate personnel.
- Maintain filing systems; manage budget, process invoices, etc.
- Prepare work orders, purchase orders and supply requisitions; process invoices; order office supplies as requested.
- Perform secretarial duties to include filing, data entry, word processing, composing letters, reports, memoranda, and proofreading all work to ensure accuracy.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Academically advise online students
- Communicating with, and assisting faculty in all matters relating to new and existing classes

KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; interpret and apply these guidelines correctly in various situations.
- Knowledge of general office procedures and office filing systems.
- Knowledge of the Family Educational Rights and Privacy Act (FERPA).
- Ability to establish and maintain positive working relationships with other employees.
- Ability to handle confidential material judiciously.
- Ability to organize and coordinate functions and tasks, with frequent interruptions.
- Ability to communicate effectively with a variety of people, including students, employees, faculty, and the general public.
- Technological aptitude and excellent communication skills are essential.

EXPERIENCE AND EDUCATION:
Bachelor's degree and Office management experience preferred.

PHYSICAL REQUIREMENTS:
Must be able to climb steps, lift files and boxes weighing up to 25 pounds

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 the Council for Christian Colleges & Universities (CCCU). It is located in the foothills of the Great Smoky Mountains, 95 miles north of Atlanta, Georgia, and 65 miles south of Greenville, South Carolina.

TO APPLY:
Send inquiries, credentials, and supporting materials to: Anna McClatchy, Dean of Online & Dual Enrollment Education; amcclatchy@tfc.edu

Approved by: Brian Shelton **Created on: 10/17/12** **Last Revised: 7/3/2018**