



Position Title: Administrative Assistant

Reports to: Department Chairs, Teacher Education and Business Administration

Appointment: full-time, salary, non-exempt

POSITION SUMMARY:

The Administrative Assistant is responsible for supporting the vision, leadership, direction, assessment, evaluation, and coordination of services and programs for both departments. In addition, this person will be responsible for assisting the department chairs in accomplishing departmental goals. Approximately 60 percent of the responsibilities will service the Teacher Education Department, with 40 percent servicing the Business Administration Department.

TASKS:

Greet students, staff and guests in the department offices and assist them as necessary; maintain confidential records, files and documentation; carefully monitor changes in course offerings from all departments including Teacher Education and Business Administration in order to proactively avoid conflicts for students pursuing a major in these departments; maintain the departments' academic schedules and submit to Registrar's office; assist Chairs with catalog changes; maintain the minutes of any department meetings; coordinate expense reports and credit card usage for the departments; coordinate the distribution of syllabi to the Vice-President/Dean/Chair; supervise student workers; help with advising students' academic schedules; maintain departmental calendars; manage the use of department classrooms and conference rooms; book travel arrangements for department faculty; proctor exams when necessary; assist all department faculty as needed; be available for special projects and assist in implementation; other duties as assigned by the department Chairs.

SKILLS AND ATTRIBUTES:

Spiritually mature Christian in agreement with the college statement of faith and committed to the vision, mission and values of Toccoa Falls College; advanced proficiency in Microsoft Office suite of applications, including Excel, Outlook, and Word; capability to learn new applications quickly (state data management and report sites, etc.); proven skills in both written (email) and spoken (phone and face to face) communication; discretion with confidential information; decision making; financial resources management regarding department budget; critical thinking to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

EXPERIENCE AND EDUCATION:

An Associate degree or higher is preferred, along with at least one year of prior administrative/clerical experience, data collection, reporting, and statistical analysis.

PHYSICAL REQUIREMENTS:

Must be able to climb steps, lift files and boxes weighing up to 25 pounds and walk between buildings on campus.

APPLICATION PROCESS:

A cover letter and resume, along with a completed TFC application should be sent to: Mary Kaye Ritchey, Director of Human Resources, at mritchey@tfc.edu. Review of applications will begin immediately, and the position will remain open until filled. The TFC application can be found at <http://www.tfc.edu/employment/>. **All application materials must be submitted for a candidate to be considered.**

Office of Human Resources