



Position Title: Administrative Assistant for Student Affairs

Reports to: Vice President for Student Affairs

Appointment: 12 Month, Full-time, Hourly

POSITION SUMMARY:

This position provides administrative support for the office of Student Affairs. This individual will manage communications, provide administrative help, and will be a dependable and reliable presence in the front office area. This position will ensure the efficiency and organization of office functions, contributing to the overall efforts of Student Affairs. This individual will supervise and operate Odyssey Coffeehouse.

TASKS:

1. Provide a welcoming and professional environment for visitors to the office.
2. Answer, direct, or take messages for incoming phone calls, emails, and mail, ensuring timely and accurate communication.
3. Oversee general office management tasks, including supply inventory, office equipment maintenance, and ensuring a well-organized workspace.
4. Maintain accurate records and documentation related to office operations and communications.
5. Serve as the primary point of contact for office inquiries, providing helpful and informative responses to questions.
6. Manage Master Calendar information and reservation calendars in regards to Student Affairs.
7. Assist Student Affairs departments with monthly, semesterly, or regular administrative tasks which can be accomplished from the front office area.
8. Supervise and Operate Odyssey Coffeehouse. Individual will receive Serv-Safe training and certification. Train and manage student workers for the coffeehouse. Track and report the daily transmittal forms and tips to the business office.
9. Perform additional duties and responsibilities as assigned by Student Affairs leadership.

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.

Proficiency in:

- *Strong customer service skills*
- *Work ethic*
- *Team work*
- *Multi-tasking*
- *Verbal and written communication skills*
- *Organization*
- *MS Office Programs/Technology/Social Media*

Office of Human Resources



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EXPERIENCE & EDUCATION:

- High school diploma or GED
- Spiritually mature Christian who agrees with the statement of faith and is committed to the vision, mission, and values of Toccoa Falls College
- Highly motivated, self-starter, with excellent attention to detail
- Strong written and verbal communication skills
- Previous administrative assistant experience preferred

PHYSICAL REQUIREMENTS:

The ideal candidate must be able to climb stairs, and complete all physical requirements of the job with or without a reasonable accommodation.

APPLICATION PROCESS:

The TFC application as well as the list of other required application materials can be found at <http://www.tfc.edu/employment/>. Review of applications will begin immediately, and the position will remain open until filled. **All application materials must be submitted for a candidate to be considered.**

Office of Human Resources

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