



# SPRING HILL COLLEGE

*Forming leaders engaged in learning, faith, justice and service for life.*

Memo to: College Community  
From: Human Resources  
Re: Open Position—PLEASE POST  
Date: July 6, 2021

Position: Secretary II/ Administrative Assistant, TRIO Student Support Services (“SSS”) Full-Time (100% FTE), Non-exempt Position

Position Summary: SSS is a federally-funded Title IV TRIO grant program whose purpose is to increase the number of disadvantaged first-generation and low-income college students and students with disabilities who complete a program of study at the postsecondary level. The College is seeking a team-oriented professional to provide administrative support for the program and work collaboratively with program staff to facilitate the smooth operation of program services.

The SSS Secretary II/ Administrative Assistant reports to SSS Director (“Director,” 80%) and Director of Academic Services (20%). This person is responsible for providing direct administrative support services to SSS program staff. The employee must be able to work with supervision and independently, be an ambassador for the program and its participants, handle confidential information, manage projects, and compile reports.

## Description of Duties and Responsibilities:

### *Essential Functions*

1. Serves as receptionist, fulfilling a chief SSS role as the first line of contact; answers phones; checks email; forwards messages.
2. Works in a collaborative manner with a small team of TRIO SSS Staff and Director of Academic Services.
3. Assists Director with program enrollment process, including creation and maintenance of student files; performs data entry and maintains file storage to meet federal compliance guidelines.
4. Generates, coordinates and processes purchase orders, travel requests and other documents, maintaining accurate, timely and complete records of all program-related business.
5. Collects and enters data from cultural events, workshops, campus visits, meetings with SSS staff, etc. upon completion of the activity.
6. Maintains inventory and records related to usage and maintenance of computers, printers and software; submits and tracks IT tickets.
7. Assists students with computer access issues.
8. Assists Director in compilation of monthly documentation/data required to meet all grant objectives.

9. Assists Program Director in collecting and processing documentation/ data needed for monthly drawdown of federal funds.
10. Assists Program Director in collecting data needed for Annual Performance Report and submission of report to the U.S. Dept. of Education.
11. Schedules and coordinates arrangements for events, workshops, campus visits and other activities sponsored by the SSS program, and maintains files in accordance with federal guidelines.
12. Assists staff in maintaining the SSS Facebook account and other social media tools by planning and scheduling daily and special posts.
13. Assists students with accessing and completing program assessments.
14. Ensures that students maintain a clean, neat and orderly workplace in the Tutoring Center and SSS workspace.
15. Creates and maintains program calendar to include events, workshops, campus visits, cultural activities, and other dates as appropriate.
16. Assists program staff with creation of both print and electronic program materials.
17. Assists in coordinating testing for students with disabilities, gathering the necessary forms and exams from instructors, monitoring and arranging space for students.
18. Other duties as assigned.

#### *Marginal Functions*

1. Ensures that printers and computers have supplies as needed.
2. Reserves rooms, orders set-up and supplies for group meetings sponsored by office professional staff.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Willingness and ability to work within the mission and educational principles of a Catholic, Jesuit college. An educational philosophy in alignment with a thorough preparation for professional excellence, forming students to become responsible leaders in service to others.
2. Electronic media literacy, including proficient Microsoft Office (including Word, Excel, and Outlook); accurate and timely data entry and report compilation skills for database management.
3. Information management skills, accuracy, and competency to produce reports and communications in a timely manner. Information management skills, accuracy, and competency in filing and bookkeeping procedures.
4. Excellent oral and written communication skills. Ability to communicate effectively with students, staff and community having diverse backgrounds and experiences.
5. Proficiency in using social media in accordance with College guidelines.
6. Proven ability to effectively work with personnel and resources including, but not limited to, collaborative, collegial, and responsible professional work habits and adherence to confidentiality.
7. Time management skills and a high degree of organizational skills. Ability to manage multiple deadlines, tasks, projects, and assignments.
8. Ability to sit or stand for extended periods of time; ability to move freely around campus and other locations.
9. Ability to communicate both in person and by telephone; ability to speak clearly; mental capacity to make decisions and follow through with directions.
10. Ability to lift up to 20 pounds and bend, stoop, reach and grasp as required to perform responsibilities.
11. Ability to perform repetitive keyboard and computer mouse functions.

Qualifications:

*Education:* Associates Degree from an accredited college or university.

*Experience:* Experience related to job requirements, such as two years of office managerial and receptionist experience including database administrative software experience.

*Other Considerations:*

- Hiring process includes, e.g., a criminal history background search.
- This person is considered a responsible employee in accordance with College Title IX policies.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. SPRING HILL IS AN EQUAL OPPORTUNITY EMPLOYER.

Position is open until filled; **first review of applications begins July 16, 2021.** For those whose qualifications match or exceed the job requirements, please send your cover letter, resume, and three work-related references (with contact information) electronically to: pdavis@shc.edu or mail to Human Resources, Spring Hill College, 4000 Dauphin Street, Mobile, AL 36608. Once an initial screening has been conducted, all remaining applicants may be asked to submit additional information including, but not limited to, a signed and completed Spring Hill College application form.