



Mississippi Board of Trustees of the State Institutions of Higher Learning JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT – OFFICE OF STUDENT FINANCIAL AID

The Mississippi Board of Trustees of the State Institutions of Higher Learning (IHL) seeks applications for the position of **Administrative Assistant**. The Administrative Assistant reports directly to the Director of Student Financial Aid. IHL is governed by a twelve-member Board of Trustees and consists of eight universities. The eight universities enroll over 70,000 students.

IHL offices are located in Jackson, Mississippi.

JOB SUMMARY: Assists with the administration of the state financial aid office by assisting the director with monthly balancing reports, processing purchase requisitions and disbursements, ensuring that necessary supplies are readily available, maintaining equipment and documenting in-coming and out-going correspondence in the appropriate system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A review of this description has excluded the marginal functions of this job which are incidental to the performance of fundamental job duties. All duties or requirements are essential job functions. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Responsibilities include:

- Maintain accurate accounting of departmental expenditures and examine end-of-month expenditure reports for accuracy.
- Process program check requests to internal accounting and ensure delivery of funds to institutions.
- Prepare and process various routine departmental documents such as purchase or check requisitions, disbursement vouchers, travel forms, etc., which require knowledge of office practices and procedures.
- Manage various documents related to human resource management, including time sheets and leave requests.
- Maintain neat and accurate administrative and finance files for the Office of Student Financial Aid.
- Answer or redirect all email sent to sfa@mississippi.edu.
- Assist with receptionist/secretarial duties, which include answering phones, scanning and filing student documents, and processing the daily mail.
- Attend and draft minutes of any meeting of the Mississippi Post-Secondary Education Financial Assistance Board.
- Prepare/maintain a schedule of events and reports and an office calendar.
- Assist director with preparation for meetings.



Mississippi Board of Trustees of the State Institutions of Higher Learning JOB DESCRIPTION

Qualifications:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required.

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse environment.
- Strong knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Skilled in the use of Microsoft Word, Excel, Access and Outlook.
- Experience in administrative and clerical procedures such as word processing, spreadsheets, internet, managing files and records and operation of typical office equipment such as a fax machine and copier.
- Ability to plan, coordinate and organize meetings and/or special events.
- Ability to gather data, compile information and prepare reports.
- Ability to handle multiple tasks and projects simultaneously in a demanding educational environment.

Education and/or Experience:

- Bachelor's Degree from an accredited four-year college or university is preferred; Associate's Degree is required AND a minimum of three (3) years previous experience in work related to the above described duties, responsibilities, and qualifications.

Application Procedure:

Completed applications should include a current résumé; and names, address, e-mail address, and phone numbers of three (3) professional references. Women and minorities are urged to apply. Applications should be sent to:

**Mississippi Institutions of Higher Learning
Office of Human Resources
3825 Ridgewood Road
Jackson, MS 39211**

Applications may also be emailed to: hr@mississippi.edu.

To apply for this position, submit an official IHL Application for Employment along with documents noted above. You may fax the application to 601.432.6129.

For more information regarding IHL, visit our web site at www.mississippi.edu/ihl.

Review of applications will begin immediately and will continue until the position is filled.

AA/EOE/ADA