



## POSITION ANNOUNCEMENT

**Position:** Business Office Assistant

**Job Description:** Southwest Mississippi Community College is seeking a Business Office Assistant. The position will provide personal administrative support to the Business Office. Candidates should have strong skills in technology, organization, time management, communication (spoken & electronic), attention to detail, planning and scheduling, meeting deadlines, teamwork, problem solving, and managing priorities. The position is under the supervision of the VP for Financial Affairs.

**Major Duties and Responsibilities:** Include but are not limited to the following:

- Provide administrative support mainly to the Vice President for Financial Affairs including correspondence, information research, filing, scanning, and drafting memos/letters.
- Assist with preparing agendas for board meetings; assist with preparing board minutes and supporting documentation.
- Assist employees with travel requests and reimbursements.
- Perform overall administration of college fuel and credit card accounts.
- Assist students visiting, calling or emailing the Business Office with completing registration, processing tuition payments, answering questions, and other services.
- Answer telephone calls and give correct information to callers or route calls to the appropriate department using appropriate telephone etiquette.
- Maintain inner office confidentiality.
- Perform other duties as assigned for efficient operation of the Business Office.

**Qualifications:**

**Required:** Associate degree in Business and Office Technology or related field, a total of two (2) years of business office or administrative assistant experience, proficiency in Microsoft Office Word, Excel and Outlook, and a high level of technology skills. Two (2) additional years of business office or administrative assistant experience can be substituted for an Associate degree.

**Preferred:** Bachelor's degree in any business related field, more than two (2) years of business office or administrative assistant experience, and prior experience with integrated software system

**Contact:** Send cover letter, resume, and application to Jennifer Knight, Human Resources Administrator, 1156 College Drive, Summit, MS 39666-9029 Phone: 601-276-3850, Email: [hr@smcc.edu](mailto:hr@smcc.edu) Failure to include requested application information (**cover letter, resume, and application**) will preclude applicant from consideration of position.

Application: <https://www.smcc.edu/media/Staff-Application.pdf>

**Application Deadline:** Thursday, July 25, 2024 by 3:30pm

**Non-Discrimination Statement:** Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Mr. Blake Brewer, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717, 1156 College Dr., Summit, MS 39666