

**Job Title:** Administrative Assistant  
**Reports To:** Michael Bradshaw  
**Department:** Jones County Junior College  
**Work Schedule:** Monday – Thursday 8:00 am – 4:30 pm  
Friday 8:00 am – 4:00 pm  
**Closing Date:** March 23, 2018

**Job Description:** The Administrative Assistant is responsible for providing administrative and clerical service support. Providing these services in an effective and efficient manner will ensure that operations are maintained in an effective and efficient manner.

**Qualifications Required:**

- Two plus years of professional office experience
- Advanced knowledge of office technology and basic office equipment
- Proficiency in Microsoft Office (Word, PowerPoint, Excel)
- Excellent oral and written communication skills
- Office management skills and the ability to prioritize workload in a fast paced environment
- Ability to work independently and to work as part of a team
- Outstanding phone etiquette skills and multi call tasking
- Developed organizational expertise
- Reporting skills
- Time management skills

**Job Duties:**

- Always maintains a positive image on behalf of the college.
- Welcomes guests, students, and parents by greeting them, in person, on the phone or via e-mail; answering or directing inquires.
- Maintains confidence and protects operations by keeping information confidential.
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Conserves director's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Maintains appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Maintains office supplies inventory by checking stock to determine inventory level; cross checking multiple departments for supply needs; compiling and placing orders; verifying receipt of the supplies; distributing supplies once checked in.
- Responsible for receiving and directing phone calls to the appropriate staff member.
- Responsible for retrieving, sorting, and distribution of department mail.
- Responsible for accepting deliveries and routing staff messages.
- Deal effectively with a wide variety of college personnel, students, and/or outside individuals/organizations.
- Generation and management of Purchase Order and Work Order requests/submittals.
- Work or manage special events as requested.
- Maintain professional and technical knowledge by attending educational workshops; establishing professional networks; participating in professional societies.
- Other duties as assigned.

CONTACT PERSONS: All inquiries should be routed through the Human Resources Department:

Jones County Junior College  
Human Resources Director  
900 South Court Street  
Ellisville, MS 39437  
Office: 601-477-4058  
Fax: 601-477-4017

Applicant must provide the following by the closing date:

- (1) Complete resume and JCJC employment application (available online at [www.jcjc.edu/employment](http://www.jcjc.edu/employment)).
- (2) Minimum of three (3) references attesting to abilities in work area.
- (3) Documentation of educational achievement (transcripts, etc.).
- (4) Documentation of work experience.

*Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, 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: (ADA/ Section 504) Pam Brownlee, ADA Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4122; (Title IX) Kisha Jones, Title IX Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-2307.*