



**JOB TITLE:** Administrative Assistant

**REPORTS TO:** Respiratory Therapy Program Director, Title III Project Director, & Title III Coordinator

**DEPARTMENT:** Academics

**START DATE:** Immediately

**CLASSIFICATION:** Full-Time Staff

**SALARY:** TBD

**General Function:** To provide clerical and administrative support as assigned by the Respiratory Therapy Program Director and the Title III Project Director and Coordinator.

**Duties and Responsibilities:**

- Provides administrative support for the Respiratory Therapy Program to include telephone coverage, copier projects, mail handling, supplies control and necessary communications internally and externally
- Assists with preparation and updates of Respiratory Therapy publications such as Handbook, Applications, Clinical Site MOUs, etc.
- Processes P.O.s, check requests, and event forms for signature & Business Office approval
- Types and distributes various narrative and statistical reports on a monthly, quarterly, and annual basis or as needed
- Responsible for inputting student data and documents into storage system.
- Responsible for maintenance of comprehensive filing system
- Answers telephone in a professional manner, provides or directs information to appropriate staff
- Coordinate events, travel, and workshops
- Maintain accurate records for reporting to Title III
- Comply with College, State, and Federal policies and procedures.
- Other duties may be assigned.

**Minimum Requirements:**

High school diploma required, Associate's degree preferred. Minimum of one (1) year of responsible clerical skill experience. Excellent organizational skills and the ability to multi-task are required. The position requires excellent communication skills, and the efficient use of a computer with skills in word processing and spreadsheets including document scanning and electronic storage software. Skilled use of common office equipment is required. Must be authorized for unrestricted employment in the United States indefinitely with no immigration sponsorship needed.

**Working Conditions:**

Office environment with minimum 25 pounds lifting required.

**Applicants should complete the Quick Application located on Andrew College website for the desired position along with submitting a cover letter, resume, unofficial transcript(s) & three references with telephone numbers to:**

**<https://www.andrewcollege.edu/employment-opportunities/>**

**Jennifer Mitchell, Director of Human Resources [hr@andrewcollege.edu](mailto:hr@andrewcollege.edu)**

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