



## Mississippi Board of Trustees of State Institutions of Higher Learning Position Announcement

### **JOB TITLE: Administrative Assistant for Legal Affairs**

The Mississippi Board of Trustees of State Institutions of Higher Learning (IHL) seeks applications for the position of **Administrative Assistant for Legal Affairs**. This administrative assistant position reports directly to the Assistant Commissioner for Legal Affairs, who reports to the Commissioner of Higher Education. IHL is governed by a twelve-member Board of Trustees and consists of eight universities. The eight universities enroll more than 80,000 students.

IHL offices are located at 3825 Ridgewood Road, Jackson, Mississippi.

#### **Job Summary:**

The Administrative Assistant shall provide administrative and clerical support to the Assistant Commissioner for Legal Affairs. This person occupying this position will interact with the staff of the Commissioner and the IHL Board, state university campus staff, state officials, the business community and the general public.

#### **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:**

**Provide overall coordination for the Office of the Assistant Commissioner's for Legal Affairs including:**

- Adhere to IHL Board policies.
- Drafting and processing correspondence.
- Editing documents for accuracy.
- Managing and coordinating calendar of events and travel for the Assistant Commissioner for Legal Affairs.
- Proactively engaging with other departments, functions, and staff to enhance communication, eliminate redundancy, improve efficiency, and resolve administrative problems.
- Maintaining various databases and spreadsheets as required.
- Filing and organizing office correspondence and documents.
- Coordinating communications with other organizations and public constituencies as directed by the Assistant Commissioner.
- Organizing internal and external programs and events by arranging facilities and caterers, creating and issuing invitations, and coordinating speakers and guests.
- Collaborating with various staff and departments in special projects.



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- Creating and revising systems and procedures to expedite work-flow.
- Support the Office of the Commissioner of Higher Education as needed.

**Perform other duties and special projects as directed by the Assistant Commissioner for Legal Affairs.**

### **Qualifications:**

Bachelor's degree from an accredited four-year college or university is preferred; *OR* High School diploma or equivalent (GED) *AND* a minimum of ten (10) years previous experience in work related to the above described duties, responsibilities, and qualifications.

- 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.
- Extensive experience in the use of Adobe Acrobat, Microsoft Word, Excel, and Outlook including mail merge function using all Microsoft components.
- 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 facsimile machine and copier.
- Experience in making travel arrangements and other logistical support activities.
- Knowledge of the principles and processes for providing customer and personal services including customer needs assessment, meeting quality standards for service and the evaluation of customer satisfaction.

### **Application Procedure:**

To apply for this position, submit an official **IHL Application for Employment** along with letter of interest illustrating the match between the candidate's experiences and the positions requirements; a current résumé; and names, addresses, e-mail addresses, and phone numbers of three (3) professional references to the following address:

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

Applications may also be emailed to [hr@mississippi.edu](mailto:hr@mississippi.edu) or faxed to 601.432.6129.

Women and minorities are urged to apply. For more information regarding IHL, visit our web site at [www.mississippi.edu/ihl](http://www.mississippi.edu/ihl).

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