



Administrative Assistant

Reports To: Director, TRIO Student Support Services
Department: Student Affairs

About TRIO Student Support Services (SSS)

The TRIO SSS Program functions to increase retention and graduation rates of project participants, increases transfer rates of eligible students to

4-year institutions, and fosters an institutional climate supportive of the success of low income and first-generation students and individuals with

disabilities.

Responsibilities

- Managing project correspondence, recordkeeping, report preparation
- Maintain participant database
- Collect and compile account totals for audits
- Assist with maintenance of general ledger
- Complete other clerical duties as assigned
- Maintain a welcoming atmosphere in the SSS Suite, greeting students and visitors and providing immediate assistance needed
- Other duties as assigned

Required Qualifications

- Associates Degree in administrative field, computer information systems, or related field.
- Minimum of one year's experience
- Excellent organization, written/oral communication
- Experience with basic accounting
- Experience with technology (e.g. computers, printers etc), automated accounting programs, database management systems and word processing
- Excellent customer service skills
- Ability to work with disadvantaged students

Preferred Qualifications

Bachelor's Degree

Background similar to that of participants