Administrative Assistant, Workforce Innovation

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| **DIVISION/DEPARTMENT:** Workforce Innovation | **DATE TO BE FILLED:** October 2026 |
| **SALARY:** Commensurate with Experience | |

## SUMMARY

The Administrative Assistant provides office and clerical support for Workforce Innovation, the Center for Entrepreneurship and Innovation, and other approved initiatives. Reporting to the Executive Director, the position supports scheduling, correspondence, records, purchasing paperwork, meetings, and registration. The Assistant works with the Program Coordinator on assigned administrative tasks; conflicting requests or priority changes are referred to the Executive Director.

## QUALIFICATIONS

High school diploma or equivalent and at least two years of relevant administrative, office, or customer-service experience. Ability to organize records, manage calendars, prepare accurate documents, enter data, meet deadlines, and communicate courteously with varied audiences. Proficiency with common office software, spreadsheets, email, and virtual meetings, and discretion with confidential information are required. An associate degree or office administration training and experience in higher education, workforce programs, community services, events, grant-funded offices, or registration systems are preferred.

## RESPONSIBILITIES

- Welcome students, residents, employers, entrepreneurs, and visitors; answer telephone and email inquiries, provide approved information, route questions, and maintain inquiry logs.
- Maintain assigned calendars; schedule appointments, meetings, rooms, and virtual links; send reminders; flag conflicts; and arrange the Executive Director's travel and related forms under College procedures.
- Prepare, format, proofread, and organize routine correspondence, agendas, minutes, presentations, forms, and meeting packets. Track requested responses and administrative actions; route substantive content and external communications for review.
- Support approved notices, registration, check-in, attendance, materials, room setup, supplies, and routine reminders. Help individuals complete basic forms and schedule appointments; refer advising, eligibility, or assistance questions to the Program Coordinator or responsible office.
- Maintain orderly paper and electronic files, contact lists, attendance records, and document logs. Enter authorized information into approved systems, check entries for completeness, flag inconsistencies, and protect confidential records under College procedures.
- Prepare requisition drafts, supply requests, travel forms, and expense packets; collect receipts and invoices; and track routing and status. Obtain required approvals before ordering or making commitments and refer discrepancies to the appropriate staff or office.
- Assemble requested source documents and administrative summaries; maintain partner contacts; arrange approved communications; organize shared materials and supply inventories; and document recurring office procedures. Occasional evening activities or local travel may be required with advance coordination.
- Perform other related duties as assigned in support of approved Workforce Innovation priorities.

The Assistant handles routine office matters within approved procedures. The position does not independently direct programs; approve curricula, credentials, eligibility, or spending; provide specialized advising; interpret grant requirements; negotiate agreements; submit official reports; or commit College resources. It has no formal supervisory authority. The Executive Director retains personnel supervision and staffing decisions.

**SPECIAL INFORMATION** The Federal Government requires that every individual hired since May 31, 1987, complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

## ABOUT US

Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution affiliated with the United Methodist Church. Founded in 1866, the college faculty, staff, and students are comprised of diverse social, cultural, ethnic, racial, and national backgrounds. The college is located 35 miles east of Memphis, TN, with forty-seven buildings on a one hundred twenty-six-acre campus. Often referred to as the "citadel on the hill," the campus and historic town provide the perfect backdrop for fulfillment of the mission to equip and inspire students for excellence and service in their communities and throughout the world.

**RUST COLLEGE IS AN EQUAL OPPORTUNITY\AFFIRMATIVE ACTION EMPLOYER**

## TO APPLY

**Persons interested in the above position should submit a cover letter, resume, unofficial transcript of the highest educational level completed, and three references, including contact information, to careers@rustcollege.edu.**

**(*Please put the job title in the subject line; you may attach your materials as Word or PDF documents*).**

Ms. Shonika Nixon, HR Director
Rust College
150 Rust Avenue
Holly Springs, MS 38635

**Closing Date:**
Open Until Qualified Applicant is Found

**Posting Date:**
10/2026