

POSTING DATED: February 17, 2020

STAFF POSITION: Upward Bound Administrative Assistant

DIVISION/OFFICE: Upward Bound

REPORT TO: Director of Upward Bound

RESPONSIBILITIES: Establishes and maintains a computerized database and filing system for administering records. Maintains accurate and current records of program purchases, equipment, travel, statistical data, office activities, program activities, and appointments. Compiles factual information from records, publications and other sources, and tabulates this information in accordance with standardized report forms. Operates various standard office machines and equipment. Establishes and maintains administrative assistant practices in order to ensure reliable and accurate data, essential for program operations. Assists the project director in the performance of other responsibilities relevant to the achievement of project objectives.

QUALIFICATIONS: Must have an Associate's Degree in Office Automation or related field and two years of general office experience.

DEADLINE/CLOSING DATE: N/A

OPEN UNTIL FILLED: Open Until Filled

APPLICATION PROCEDURE : Submit a letter of application, personal resume, three letters of recommendation (must be mailed) and official academic transcripts to: Director of Human Resources, Morris College, 100 W. College St., Sumter, SC 29150-3599. Morris College is an Equal Opportunity/Affirmative Action employer.

1. [Download and print the Application form.](#)
2. Fill-out the form.
3. Mail the form to Morris College

EEO STATEMENT: Morris College is an Affirmative Action, Equal Opportunity Employer and does not discriminate against any individual or group on the basis of gender, sexual orientation, gender identity or expression, age, race, color, religion, national origin, veteran status, genetic information, or disability.