

*Get2College, a program of Woodward Hines Education Foundation, are committed to providing excellent college planning services to Mississippi families to help students get to college and be successful there. The program offers free, comprehensive help to plan, prepare, and pay for education after high school as well as support for students to persist through and complete their education. Get2College also offers direct support to high school counselors and college-planning training to high school counselors, educators, and school leaders.*

**Position:** Part-time Administrative Assistant for Get2College Mobile Center

**Location:** Remote – Must reside in the Southaven, Mississippi area.

**Job Purpose:** The Part-time Administrative Assistant provides a wide variety of administrative and general assistance in support of the Get2College Mobile Center.

**Essential job duties and responsibilities:**

- Responsible for managing the outreach schedule, communicating with partners for events, and scheduling Get2College staff for the Mobile Center.
- Responsible for driving the Mobile Center, as needed.
- Responsible for overseeing the maintenance of the Mobile Center with guidance from the Director and according to company procedures.
- Responsible for stocking Mobile Center with supplies and resource materials.
- Assists the Director with developing and maintaining relationships with external agencies, including but not limited to high school personnel, governing agencies, professional organizations, state and federal agencies, etc., for utilization of the Mobile Center.
- Ensures all equipment in Mobile Center is in good repair and properly functioning.
- Develops a solid understanding of the Foundation's core values and purposes in order to act as an ambassador of the Foundation.
- Performs other duties related to the Mobile Center as assigned.

**The successful candidate should possess the following:**

- Ability to be flexible while displaying professionalism and calmness in dealing with administrative issues and inquiries as they arise.
- Experience working in a customer service role.
- Experience with working in a remote environment using computer software.
- Ability to work without supervision and to make appropriate decisions.
- Ability to maintain accurate and complete records.
- Demonstrates excellent organizational and time management skills.
- Must possess a valid driver's license, a clear driving record and is able to provide proof of insurability.
- Demonstrates excellent oral and written communication skills.
- Highly ethical and committed to the values of the Foundation.
- Extensive knowledge of Microsoft Office Applications, specifically Microsoft Word and Outlook.

**Education/Experience:** Two Year degree from a community college in business or related field with two years' experience OR high school diploma or equivalent and four years office and/or administrative experience.

Please send resume and cover letter to Woodward Hines Education Foundation Human Resources at [HR@woodwardhines.org](mailto:HR@woodwardhines.org)