

Administrative Assistant I (part-time)

The National Research and Training Center on Blindness and Low Vision (NRTC) at Mississippi State University invites applications for an Administrative Assistant. The mission of the NRTC is to enhance employment and independent living outcomes for individuals with blindness or low vision through research, training, education, and dissemination. The primary responsibility of this position is assisting with the coordination of specific grant activities for the Older Individuals who are Blind Technical Assistance and Training Center (OIB-TAC) with direction from experienced staff members. The administrative assistant will assist the project coordinator and other staff to help them complete training and technical assistance activities associated with this federally-funded grant.

Examples of specific duties include:

- Schedules meetings and maintains project calendar in Outlook
- Coordinates and facilitates meetings and events using Teams or Zoom
- Coordinates travel arrangements and reimbursement for OIB-TAC staff and assists with travel for participants of the annual OIB-TAC conference
- Keeps an inventory of OIB-TAC supplies, gathers materials for conference travel
- Assists with large-scale mail-outs
- Takes minutes at meetings, as needed
- Updates lists, TA log, and data entry tasks, as needed
- Maintains contact with project consultants
- Data management, including documenting the number of attendees at events, lists of names/agencies participating, and survey data entry
- Performs miscellaneous job-related duties as assigned

Minimum qualifications:

- High school diploma
- Two (2) year clerical or administrative assistant experience.

Note: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Preferred qualifications are:

- Bachelor's degree
- Experience managing meetings with collaboration software and technology such as Teams/Outlook/Zoom/SharePoint
- Knowledge about/experience working with people with blindness or low vision

Knowledge, Skills, and Abilities:

- Proficiency with Microsoft Office products, including advanced Excel skills
- Organizing and coordinating skills
- Ability to understand and follow specific instructions and procedures
- Skill in operating basic office equipment
- Records maintenance skills
- Word processing and/or data entry skills
- Ability to communicate effectively, both orally and in writing, in English
- Excellent problem-solving skills and attention to detail
- Ability to prioritize competing demands and meet deadlines
- Ability to work independently and show initiative
- Ability to balance quality and productivity

Physical Requirements:

Work is normally performed in a typical interior/office work environment. No or very limited exposure to physical risk. Occasional lifting of distribution materials. Vision requirements: Ability to see information in print and/or electronically.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands.

Condition of Employment:

As required by Executive Order 14042, if selected, applicant will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination or apply for and receive a University-approved exemption before beginning employment with the university.

Equal Employment Opportunity Statement:

MSU is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, ethnicity, sex, religion, national origin, disability, age, sexual orientation, genetic information, pregnancy, gender identity, status as a U.S. veteran, and/or any other status protected by applicable law. We always welcome nominations and applications from women, members of any minority group, and others who share our passion for building a diverse community that reflects the diversity in our student population.

Instructions for applying:

If you are interested in helping the NRTC accomplish its mission, please apply for the position at Mississippi State University's website: <https://explore.msujobs.msstate.edu>, PARF Number **503492** (job title – Administrative Assistant I), and attach a cover letter, resume/curriculum vitae, and names and contact information for at least three references. Additionally, submit the same documents to NRTCjobs@colled.msstate.edu at the time of applying. View the NRTC website at <https://blind.msstate.edu>.