Job Description

Job Title:	Resource Support Specialist	**Grade:**	J
Department:	Vice President's Office	**FLSA:**	Non-exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Performs a wide variety of standard to complex projects and technical tasks in developing processes to collect, retrieve, organize and present data relating to program and process improvement as it relates to SACS and QEP development

Characteristic Duties and Responsibilities:

1. Monitor projects such as SACS substantive change and QEP development.
2. Research documentation for accreditation purposes.
3. May perform various administrative tasks including maintaining calendar, scheduling appointments, arranging meetings and taking minutes.
4. Coordinate the collection of data from departments; May monitor activity of the departments to ensure all forms and reports are completed by deadline; may assist in completing forms and reports.
5. Create charts, graphs, PowerPoint presentations, and spreadsheets.
6. Coordinate all logistics for SACS Visit.
7. Oversee and monitor Quality Enhancement Plan (QEP) budget and process necessary paperwork.
8. Create and manage electronic and physical files.
9. May review and respond to incoming correspondence; may type and proof correspondence reports; may assist in preparing comprehensive reports.
10. Assists ITS in the formatting and presentation decision regarding SACS documents.
11. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Assistant to the Vice President

Direction Given: No authority or responsibility for the supervision of other employees

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. August 2011

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Minimum Requirements:

Associate's Degree in Business, Technology or related field and at least four years of experience.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of budgets

Ability to work individually as well as part of a team

Excellent communication skills, both oral and written; strong proofreading skills

Excellent organizational and research skills

Skilled in Microsoft Office Products

Ability to work with individuals from diverse backgrounds

Working Conditions:

Typical office environment

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