

**Position Title: Student Administrative Assistant to the Director  
Primary Labor Position (10 hours required)**

**I. Grade Level: 4**

**II. Description:**

**A.** The following are essential duties for a Student Administrative Assistant to the Director in the Black Cultural Center:

1. Serves as Co-chair of the Rev. Dr. Martin Luther King, Jr. Planning Committee
2. Serves as MLK liaison to faculty and community for second convocation
3. Assists the Director in planning and coordinating the Unity Banquet
4. Assists the Director in outreach programs
5. Assists the Director with Staff and Faculty development programs (Staff Christmas Party, Staff Birthday Recognition)
6. Maintains the department Operation, Program & Activity, Speakers' Binders, and wall calendar
7. Organize and maintains the BCC Library
8. Performs administrative tasks for the Director
9. Supervises and delegates tasks to student office assistant
10. Performs other job-related duties as assigned
11. Constructs and updates private mailing lists (BCC staff, AA&AF students, AA faculty and staff, and MLK Committee)
12. Makes all arrangements for Director's conferences
13. Setup email accounts for all new staff

**B.** The following are possible additional duties for this position:

1. Serves on MLK and BEAB committees
2. Prepares sections for the Operations Manual
3. Submits articles for newsletter

**III. Learning Opportunities:**

- A.** Develop the attributes to appropriate *Grade 4* positions: understanding relationships between individuals, institutions, and processes; comprehension of values,
- B.** Contract negotiation skills
- C.** Time management and organizational skills
- D.** Excellent administrative and staff development skills
- E.** Respect for confidentiality and efficiency
- F.** Art of committee facilitation and task delegation
- G.** Teambuilding skills
- H.** Leadership development

**IV. Basic Qualifications:**

- A.** General: Dependable, responsible, trustworthy, honest, assertive, confident
- B.** Skill: Minimum supervision, respect for confidentiality, organized, analytical
- C.** Physical: Energetic, approachable
- D.** Academic: Sophomore or above with at least a 2.5 GPA

**V. Desirable Qualifications:**

- A.** Good computer skills (Word 5.1, Word 98, and Excel)
- B.** Previous administrative experience

- C.** General knowledge of the organizational structure of Berea College
- D.** Knowledge of the Black Cultural Center's mission