

BEREA COLLEGE

Program Associate - 2 positions (Hazard, KY)

To apply for this position: <https://myberea.csod.com/ats/careersite/search.aspx?site=1&c=myberea>

Summary

This is a key full-time position in the Partners for Education department located in Perry County. The Program Associate will manage program related records and files, schedule meetings and events, coordinate data entry, monitor and track receipts for spending, purchase supplies, and provide event and office support to the program team.

Education required to ensure success in this position:

- Associate's degree, required

Experience required to ensure success in this position:

- A minimum of three years' experience working in the areas of finance, human resources, office management, grants development or grants management, higher education, financial aid, college access or related field, required
- Three years' administration experience in a professional office setting with responsibilities in the following areas: bookkeeping, data entry, word processing, managing correspondence, filing, and supervision and scheduling of work teams, event planning, meeting preparation, and management of building space/resources.

Special skills, knowledge and abilities:

- Computer competency including data entry, word processing, familiarity with Microsoft Office products - Word, Excel, Outlook
- Knowledge of college admission process, financial aid and scholarship information, human resources, or grants management and federal college access grant programs
- Excellent organizational, analytical and communication skills
- Ability to handle several projects simultaneously with close attention to detail
- Ability to work as an integral part of a team
- Ability to meet deadlines
- Relate to a broad range of people
- Ability to maintain confidentiality and protect the private nature of files and conversations
- Must have mature judgment and positive attitude

License, certification, or registration necessary:

- Valid driver's license
- Background check, including social media check

Physical requirements:

- Occasionally lift or carry up to 20 lbs.
- Ability to courier throughout campus to deliver and pick up correspondence or materials for the office
- Ability to work within a high energy office all day
- Strong verbal presentation skills
- Ability to travel independently
- Ability to drive Berea car/van

Environmental conditions:

- Work primarily in Hazard, KY.
- Professional office environment with interruptions and noise due to frequent visitors, students, staff, faculty and callers

Ability to operate the following vehicles or equipment:

- Standard office equipment – computer, telephone, fax machine, ten-key calculator, copier, etc.
- Motor vehicle

Primary duties and responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Regular and predictable attendance is essential. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Creates and maintains processes to manage all program paper-files including service reports and grant documentation
- Provides general clerical support for activities such as correspondence, office supply orders, resource purchasing, travel arrangements and arranging for the pickup, sorting and delivery of mail for program
- Welcomes all visitors and guests; schedule visits and provide and plan preparation for visits
- Answers phone and answers questions as necessary
- Administers mailings to schools, parents, and program participants
- Maintains the programs Box site for information sharing, including setting up folders and keeping calendar, documents, and other items updated
- Reviews purchase card reports and travel requests prior to Director approval including working with Finance department to make certain expenses are allowable, reasonable and necessary to meet the goals and objectives of the program
- Collaborates with the Director and Associate Director regarding grant management/development, and operational issues
- Run, review, and prepare various reports for Associate Director, Project Director or Director
- Prepares for meetings including scheduling, refreshments and set up; provides onsite meeting support including registration and taking minutes; sends agenda, minutes and handouts electronically to participants
- Reviews and refines departmental policies and procedures to ensure consistency with work flow and follow office administration best practices
- Provides assistance with campus events involving program staff and students
- Serves on Partners for Education committees, as necessary, and represents program at meetings
- Provide building maintenance where applicable and ensure building is properly maintained

- Maintain inventory for evidence based program

Other roles/duties will be assigned as necessary to assist the College in the attainment of the goals set forth and the enhancement of a positive, respectful learning environment for all staff, faculty and students.

Note to Prospective Employees:

Each year, Berea College Public Safety publishes an annual report to the campus to make public crime statistics, policies, and procedures for Berea College. This Annual Security Report, required by the Jeane Clery Act, Minger Act, and the Student Right To Know Act is now available for review. For a full, printable version of the ASR, you can click here: <https://primary.berea.edu/public-safety/wp-content/uploads/sites/44/2016/09/Annual-Security-Report-2016-1.pdf>.

For a policy-by-policy version that is easier to read and browse, please visit Public Safety's website here: <https://primary.berea.edu/public-safety/annual-security-report-2016/>

The logo for Berea College, featuring the words "BEREA" and "COLLEGE" in a large, blue, serif font. The "B" in "BEREA" is significantly larger and more ornate than the other letters, and the "C" in "COLLEGE" is also larger and more ornate than the other letters. The text is arranged in two lines, with "BEREA" on top and "COLLEGE" below it.