



## **JOB OPENINGS**

MORRIS BROWN COLLEGE  
ATLANTA, GEORGIA

### **Executive Assistant to the President (EAP)**

#### **Job duties**

→ First line of support to the Office of the President; the Executive Assistant to the President relieves the President of operational and administrative details and performs administrative functions that require a thorough knowledge of college policies, procedures, and operations and an understanding of the college's role within the community.

→ This professional and highly confidential position manages the President's Office, assists with internal and external public relations and communications, and engages in college and community service to help fulfill the mission and vision. The position performs administrative functions to support the President in operations, advancement, workforce, governance, corporate partnerships, community relations, and relations with the Board of Trustees.

→ The Executive Assistant to the President is responsible for providing comprehensive support to the President, serving as a liaison to the Board of Trustees, and Executive Cabinet and manages President Office operations. The Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President; in some cases, the EAP will attend executive meetings with the President outside of the office.

→ Other duties as assigned.

The EAP reports to the President.

#### **Knowledge, Skills, Abilities and Characteristics**

- **High Energy-** Energetic with strong Business acumen - has a strong business sense and can decipher priorities and make sound judgment calls when needed.
- **Writing and Research-** Conduct research, prepare, proof, and disseminate selective written communications, materials, reports, documents, and correspondence ensuring timely delivery to appropriate audiences. Extensive proofreading and editing skills required.

- **Office Management-** Perform general administrative duties including answering telephone, greeting, and directing office visitors, maintaining organized filing system, ordering office supplies, and sorting and distributing mail. Maintain the condition of the office as a professional, clean, and inviting reception area.
- **Commitment to excellence** - Perform duties at the highest level possible on a consistent basis.
- **Excellent communicator** - Able to interact with people of all levels in a confident, professional manner.
- **Temperament-** Demonstrate ability and temperament to work with sensitive information.
- **Team player** - Have team-oriented experience and collaborative approach.
- **Service focus** - Dedicated to meeting the expectations of the President, Cabinet, and Board of Trustees by maintaining effective relationships.
- **Response Time-** Ability to think creatively and with a sense of urgency to situations and events that require quick response or turnaround.
- **Executive support-** Significant executive support experience, including supporting C-level executives. Nonprofit board experience is highly preferred; Exceptional organizational skills and impeccable attention to detail.
- **Microsoft Office-** Expert proficiency with Microsoft Office. Email, PPT, and calendaring; ability to design and edit graphic presentations and materials.
- **Meeting Deadlines-** Excellent verbal and written communication and time management skills; proven ability to meet deadlines. Make appropriate, informed decisions regarding priorities and available time.
- **Professionalism-** High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders, donors, and other external partners.
- **Self- motivated-** Ability to complete a high volume of tasks and projects with little or no guidance; able to maintain a high level of integrity and discretion in handling confidential information; ability to function well in a high-paced environment and switch gears at a moment's notice; performs additional duties as assigned by executives.
- **Hospitality-** Provide hospitality to all guests and help to create a welcoming environment; provide event management support as requested.
- **Technology/Social Media-** Highly skilled in creating PPTs, flyers, videos, marketing tools etc., and highly skilled in social media including Facebook, Instagram, TikTok, Twitter, LinkedIn, etc.

### **Education and Experience**

- Associate or Bachelor's degree required; direct experience and administrative leadership of multifaceted operations involving numerous professional, student, and support personnel preferred.

EAP: Full-time 40 hours per week position minimum. Working hours will occasionally include evenings and weekends during peak periods including registration.

## **Benefits**

1. Salary- 45,000-\$50,000 Depending on Experience
2. Dental/Medical insurance
3. Paid time off (2 weeks a year)
4. 403B Retirement plan (non-matching at this time)
5. Sick & bereavement leave
6. Disability & life insurance available
7. Some flexible scheduling with President approval (including work from home)
8. Professional development opportunities (provided by the college)
9. As a non-profit, eligible for some student loan repayment/forgiveness perks
10. Spouse/children free tuition waiver (after 1 year of continuous employment)
11. Family medical leave act (up to 12 weeks of unpaid & job-protected leave)

## **Adjunct Faculty**

**Areas: Accounting, Business, Computer Science, Economics, English, Esports, Finance, History, Hospitality, Humanities, Human Resources, Mathematics, Music, Psychology, Project Management, Quantitative Methods**

Adjunct Faculty members teach college courses for undergraduate students: Teaches one or more subjects in which faculty member holds at minimum a master's degree or 18 graduate hours within prescribed curriculum- **Terminal degree preferred.**

The Appointee is required, among other things, to teach a minimum of one-two course per semester *as assigned*, undergo classroom observations, advise students, attend department and college faculty meetings, carry out committee assignments, support student activities, and may attend College ceremonies and other activities held at the College. The Appointee is also required to maintain appropriate course and student records and keep office hours as determined by Morris Brown College.

### **Specific Job Duties:**

- 1) Teaches/conducts college courses for undergraduate students: Teaches one or more subjects.
- 2) Prepares and delivers exciting lectures to students; stimulates class discussions using textbooks, and other teaching materials.
- 3) Compiles, administers, and grades examinations.

**To apply, send resume and detailed cover letter to: [careers@morrisbrown.edu](mailto:careers@morrisbrown.edu)**

## **Morris Brown College Admissions Specialist Internship**

### **Background**

Morris Brown College is a private, coed, liberal arts college in the Vine City community of Atlanta, Georgia, United States. It is a historically black college affiliated with the African Methodist Episcopal Church. Morris Brown is seeking interns to help in various areas of operations to help resurrect the college.

These internships are **non-paid**, however, available for college credit as approved by your institution.

### **Non-Paid Internship Description- Summer 2022, Fall 2022, Spring 2023**

The Admissions Specialist Internship will offer students interested in higher education leadership the opportunity to learn about the admissions/enrollment department. This role supports The Vice President of Enrollment Management & Student Services (VPEMSS) who is a member of the Presidents' senior leadership team, reporting directly to the President. The VPEMSS is the senior administrator of the Enrollment Services area and is responsible for all enrollment planning and execution. In this senior role, the VPEMSS provides comprehensive oversight for planning and implementation of goals, objectives, and strategies related to the office of Enrollment and Student Services as well as ensuring the goals, objectives, and strategies are reflective of the vision and mission of Morris Brown College.

Morris Brown College would like to partner with Clark Atlanta University, Morehouse College, Georgia State University, Kennesaw State University, Spelman College, and other colleges to offer the selected student(s) an opportunity to learn more about our organization while gaining useful experience that will be beneficial post-graduation.

We have a non-paid internship opportunity for the right student(s). In collaboration with the selected college/university, this opportunity will be for college credit (credit hours approved by the individual school) in which the student will work with the office staff of Morris Brown College 10-15 hours a week.

### **Minimum Qualifications**

- Junior/ Senior attending Clark Atlanta University, Morehouse College, Spelman College, Georgia State University, or Kennesaw State University
- Have experience or an interest in higher education, student affairs, registrar office work.
- Experience in utilizing/maintaining social media outlets such as Facebook, Twitter, Instagram, YouTube, LinkedIn, Snapchat, etc.
- Interest in learning more about HBCUs.

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## **Morris Brown College Registrar Specialist Internship**

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### **Non-Paid Internship Description- Summer 2022, Fall 2022, Spring 2023**

The **Registrar Specialist Internship** will offer students interested in higher education leadership the opportunity to learn about the registrar department. The registrar serves as the custodian of the records for students and ensures compliance with FERPA and other regulatory bodies. This person maintains the academic record of all students and plans and implements the registration process for classes. He/she works with other administrators to coordinate times and locations for class meetings and resolve scheduling conflicts. Other responsibilities include keeping records of all college classes and curriculum prerequisites, determining students' graduation eligibility, planning commencement activities, and preparing information such as honors lists, transcripts, and class rankings.

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## **Morris Brown College Alumni Affairs Department Internship**

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### **Non-Paid Internship Description- Spring 2022, Summer 2022, Fall 2022, Spring 2023**

The **Alumni Affairs Department Internship** will offer students interested in higher education leadership the opportunity to learn about the alumni affairs department. This department plans and carries out the College's private fundraising program. Primary responsibilities relate to major gifts, planned gifts, and the major corporate fundraising event. In addition, the department coordinates the daily activities of the Office of Alumni Affairs. The Office of Alumni Affairs is responsible for coordinating all activities that involve the College and its alumni constituency. The Office coordinates programs designed to facilitate the participation of alumni growth and support of the College.

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### **Minimum Qualifications**

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- Have experience or an interest in higher education, student affairs, alumni affairs office work.
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- Interest in learning more about HBCUs.

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