

## **Administrative Specialist II Allied Health**

East Arkansas Community College is currently accepting applications for the position of Administrative Specialist II Nursing/Health.

### **POSITION SUMMARY:**

The Administrative Specialist II Nursing Health is responsible for providing general administrative support for Nursing and Health Occupations programs working under the supervision of the Director of Nursing.

### **TYPICAL FUNCTIONS:**

Researches various data storage and/or computer records to obtain information and compiles data for reports. Composes and types routine correspondence and form letters, maintains activity logs and/or financial ledgers, and submits reports to supervisor. Reviews documents including applications, forms, vouchers, records, and reports for accuracy, completeness, and compliance with laws and regulations, makes necessary corrections, and assigns file numbers. Provides information, assistance, and clarification to interested parties concerning agency/institution policies and procedures. Assists in developing or revising agency/institution policies, procedures, and directives based on research findings and compiles financial information used to formulate budget proposals and monitor expenditures.

### **KNOWLEDGE, ABILITIES, AND SKILLS:**

Knowledge of record keeping procedures. Knowledge of the principles and practices of mathematics and statistics. Knowledge of work-related subject area. Knowledge of computers and software applications. Ability to conduct research and compile data into report form. Ability to establish and maintain filing systems. Ability to operate standard office equipment. Ability to analyze documents to determine compliance with rules, regulations, and procedures. Ability to communicate both orally and in writing.

### **MINIMUM EDUCATION AND/OR EXPERIENCE:**

The formal education equivalent of a high school diploma plus one year of experience in a general administrative support role. A certificate or degree in administrative field is preferred.

Salary: \$28,071.68. EACC offers a generous fringe benefits package.

Please submit an EACC application, which can be found at [www.eacc.edu/employment](http://www.eacc.edu/employment). You may also submit your documents via email to [humanresources@eacc.edu](mailto:humanresources@eacc.edu). Review of applications will begin immediately and continue until the position is filled. EACC is an AA/EO EMPLOYER.