

Administrative Specialist I  
Office of Enrollment Management

East Arkansas Community College is accepting applications for an Administrative Specialist I.

Job responsibilities: Performing receptionist duties, typing, filing, purchasing, and answering the telephone, scanning documents, collecting and distributing mail, researching and compiling data for reports, entering and maintaining data files, and assisting with registration and graduation. Some evening work hours are required.

Education and experience requirements: A high school diploma or equivalent plus one year of experience in records management, student registration or related area.

Please submit and EACC application, [www.eacc.edu](http://www.eacc.edu), and resume to East Arkansas Community College, ATTN: Personnel Department, 1700 Newcastle Road, Forrest City, AR 72335. Review of applications will begin immediately and continue until the position is filled. **EACC IS AN AA/EO EMPLOYER.**