

ADMINISTRATIVE SPECIALIST III

East Arkansas Community College in Forrest City, AR is accepting applications for an Administrative Specialist III for the VP of Vocational, Occupational, & Technical Education.

Job Responsibilities:

Research & prepare special reports, examine & verify documents, compose & type routine correspondence & form letters, maintain activity logs and/or financial ledgers, & submit reports to supervisor.

Review documents including applications, forms, vouchers, records, & reports. Provide information, assistance, & clarification to interested parties concerning agency/institution policies, procedures, & directives. Perform general clerical office duties.

Dept: Academic Support/VP Applied Science

Qualifications:

Associate's degree is preferred but not required. Minimum of high school diploma or equivalent, plus 3 years of secretarial and/or business experience.

Strong computer skills in MS Office (Access, Excel, & Word). A Microsoft skills test will be required.

Applications must be submitted to the HR Office, East Arkansas Community College, 1700 Newcastle Road, Forrest City, AR 72335 or by emailing the application, resume, & transcripts to beshears@eacc.edu. Review of applications will begin immediately and will continue until position is filled. **EACC IS AN AA/EEO EMPLOYER.**