

Available Position
Administrative Specialist I - Temporary Full time

East Arkansas Community College is seeking qualified applicants for a temporary, full-time Administrative Specialist I for the Career Pathways Initiative. Due to nature of this grant-funded position, it will be begin January 2, 2019 and end June 30, 2019. **Job responsibilities will include:** assisting the Career Pathways staff with clerical duties, such as preparing office documents and communications, performing data entry tasks, managing intake folders, keeping appointment calendars, handling inquiries, answering the telephone, maintaining inventory and student/client records, filing, and other duties as assigned. **Educational and experience requirements:** A high school diploma or equivalent plus one year of secretarial or clerical working experience is required, and an Associate's degree is preferred; applicants must be proficient in MS Office, including Word/Excel/Access. Prior interaction with or service to low income populations preferred. Interpersonal, communication, and organizational skills a must. A skills exam will be required.

Please submit an EACC application to: EACC Personnel Office, 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.**