

ADMINISTRATIVE SPECIALIST I

East Arkansas Community College in Forrest City, AR is currently accepting applications for an Administrative Specialist I for the Allied Health Practical Nursing Program

JOB RESPONSIBILITIES:

Assist students and staff as needed. Type test, reports, and contracts for the Allied Health Occupations Department. File for the Allied Health Department. Copy information as needed by the departments. Greet visitors and answer the phone as needed. Assist with the information sessions held. Assist with getting prospective student files in order to pick the next class each year.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of record keeping procedures. Knowledge of the principles and practices of mathematics and statistics. Knowledge of computer and software applications. Ability to conduct research and compile data into report form. Ability to analyze documents to determine compliance with rules, regulations, and procedures. Ability to communicate orally and in writing.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a high school diploma; plus one year of experience in a specialized or related area applicable to work performed. Proficient in MS Office, including Word/Excel/Access.

Applications, resumes, and transcripts may be submitted to EACC at www.eacc.edu/employment or apply in person at EACC HR Department, 1700 Newcastle Road, Forrest City, AR 72335. **EACC IS AN AA/EEO EMPLOYER.**