

## **ADMINISTRATIVE SPECIALIST I**

East Arkansas Community College in Forrest City, AR is currently accepting applications for an Administrative Specialist I in the Financial Aid Department.

### **JOB RESPONSIBILITIES:**

Assisting the financial aid staff with clerical duties such as, preparing office documents and communications, performing data entry tasks, managing intake folders, keeping appointment calendar, handling inquiries, answering phone, maintaining student records, and filing.

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

Must be proficient in MS Office, including Word/Excel/Access. Interpersonal, communication, and organizational skills are essential. A skills exam will be required.

### **MINIMUM QUALIFICATIONS:**

The formal education equivalent of a high school diploma; plus one year of secretarial or clerical work experience is required. An Associate's Degree is preferred.

Applications, resumes, and transcripts may be submitted to EACC at [www.eacc.edu/employment](http://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.**