

Available Position
Administrative Specialist I

East Arkansas Community College is accepting applications for an Administrative Specialist I. Located in Wynne and reporting to the Wynne Center Director, the successful candidate will be responsible for typing correspondence, filing, providing clerical support, entering student data, maintaining inventory, collecting and maintaining classroom materials, proctoring exams, posting announcements, collecting tuition and fees, managing cash accountability, and managing the Wynne Center's calendar and activity schedule.

Educational and experience requirements: A high school diploma or equivalent, two years secretarial or clerical work experience, and proficiency in Microsoft Office is required. A two year degree in administrative office technology or a closely related field is preferred. A skills test will be required at time of interview.

Please submit an EACC application (www.eacc.edu), transcripts, and any other required documents to the Personnel Office at East Arkansas Community College, 1700 Newcastle Road, Forrest City, AR 72335. EACC IS AN AA/EO EMPLOYER.