

EACC IS AN AA/EO EMPLOYER

Student Activities Specialist

East Arkansas Community College is accepting applications for the position of Student Activities Specialist.

POSITION SUMMARY

The Student Activities Specialist is responsible for Initiating and developing student activities that will enhance the social and cultural development for students.

TYPICAL FUNCTIONS

Develop leadership programs, supervise the MMAP mentoring program, coordinate new student orientation, assist with the student ambassadors, serve as liaison to Arkansas Collegiate Drug Committee, intramurals, coordinating campus organizations, diverse women. This position requires working some nights and weekends and will be scheduled at the convenience and best interest of the college.

KNOWLEDGE, ABILITY, AND SKILLS

Experience with Microsoft Office, Excel, Outlook, Publisher, and Word. Ability to work well with others, particularly college-aged students. Ability to coordinate activities, student events, and organizations across campus. Ability to adapt to changes.

MINIMUM QUALIFICATIONS

Minimum of Associate's Degree plus two years of experience in related field.

Please submit an EACC application, resume, and transcript(s) to EACC Personnel Office @ 1700 Newcastle Road, Forrest City, AR 72335, or online @ www.eacc.edu. Review of applications will begin immediately and continue until position is filled.
