

Available Position

Administrative Specialist I

East Arkansas Community College is seeking applicants for an Administrative Specialist I for the Academics Department. Job responsibilities include: general clerical duties, placing requisitions for orders, data entry, keeping appointment calendars, handling inquiries, answering the telephone, assisting students, maintaining inventory of general office supplies, and assisting instructors as needed. Educational and experience requirements: A high school diploma or equivalent required; associate degree in administrative office technology or closely related field preferred. One year of clerical, administrative office or closely related work experience with proficiency in MS Office Suite; excellent communication, written and oral, organizational, and interpersonal skills required. 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.