

Administrative Specialist – Student Support Services/TRIO

East Arkansas Community College is accepting applications for an Administrative Specialist position with the Student Support Services/TRIO program. SSS/TRIO is a five-year, grant-funded program that provides academic and other support to first-generation and other qualifying students. Reporting to the program's director, the position is responsible for clerical support of the program, which includes assisting with answering phone calls and emails, data entry into the program's database, typing, filing, activities planning and management, and other duties as assigned.

Qualified applicants will have a HS diploma with preference given to those with an Associate's degree or higher. Knowledge of computer applications, such as Microsoft Office, including Word, Excel, and Access, is required as is strong interpersonal, organizational, and communication skills. Preference will be given to applicants with previous clerical experience and/or experience with serving under-resourced populations.

Please submit an EACC application, cover letter, resume', and transcript(s) to EACC Office of Human Resources, 1700 Newcastle Road, Forrest City, AR 72335 or via email to humanresources@eacc.edu. You may access the online application at www.eacc.edu/employment. Review of applications will begin immediately and continue until the position is filled. EACC is an AA/EO employer.