

**Administrative Specialist III
Vocational Occupational and Technical Education (V.O.T.E.)**

East Arkansas Community College is currently accepting applications for the position of Administrative Specialist III for the Vocational, Occupational, and Technical Education Division.

POSITION SUMMARY

The Administrative Specialist III is responsible for providing general administrative assistance for the V.O.T.E. division. Provide direct administrative support to the Vice President for V.O.T.E. including preparing communications, scheduling meetings, collaborating on course schedule, and maintaining division and Vice President's calendar. Coordinate administrative processes within the division.

KNOWLEDGE, ABILITY, AND SKILLS

Must have functional knowledge of Microsoft Office that includes preparation of professional correspondence. Good grammar and writing skills are required. Knowledge of computers and software applications. Ability to conduct research and compile data into report form. Ability to establish and maintain filing systems. Ability to operate office equipment. Ability to analyze documents to determine compliance with rules, regulations, and procedures. Ability to communicate both orally and in writing.

MINIMUM QUALIFICATIONS

High school diploma or equivalent with at least 3 years' experience in a professional office setting. Associate Degree in Business or Office Management related field is preferred. Experience in education is preferred.

A skills test will be required.

Please submit an EACC application, credentials, and transcript(s) to EACC Personnel Office @ 1700 Newcastle Road, Forrest City, AR 72335, or online @ www.eacc.edu. Review of applications will begin as soon as qualified applications are submitted.

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