

Administrative Specialist – Admissions and Registration

East Arkansas Community College is accepting applications for an Administrative Specialist position with the Office of Admissions and Registration. Reporting to the Registrar, the position is responsible for processing admissions applications, scanning admissions documents, processing paper transcripts, dropping courses for students, answering phone calls and emails, plus other duties as assigned.

Qualified applicants will have a HS diploma or equivalent. Knowledge of computer applications, such as Microsoft Office, including Word and Excel, is required as is strong interpersonal, organizational, and communication skills. Clerical or administrative office experience is required. A two-year degree in administrative office technology or closely related field is preferred. Education and experience may be substituted as appropriate.

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.