

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

East Arkansas Community College is accepting applications for an Administrative Specialist I Vocational, Occupational and Technical Education (V.O.T.E).

EACC offers a generous fringe benefit package including excellent leave time, employer paid insurance & multiple retirement plan options.

Position Summary:

The position is responsible for providing general administrative support for the applied technical programs. This is a full time position.

Qualifications:

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 on line 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.