

Administrative Specialist II

Advising and Testing

East Arkansas Community College is accepting applications for an Administrative Specialist II for Advising and Testing

Job responsibilities include, but are not limited to: This position will be responsible for possessing general knowledge of placement process required to answer questions or explain placement to EACC patrons, and will serve as Site Manager and Proctor for ACCUPLACER. This position will keep monitor placement scores for students enrolling and contemplating enrollment at EACC by: referring to the EACC Catalog when needed to check prerequisites or degree requirements, as needed; checking student placement based on test scores, transfer transcripts, and EACC courses completed to assist in ensuring proper placement; entering placement scores into the student information system; providing testing information to prospective students and college faculty, staff, and students when requested. The individual in this position will also schedule and administers remote placement tests for students when requested, including CLEP exams.

EACC offers a generous fringe benefits package including excellent accrual of leave time, employer paid insurance, and multiple retirement plan options.

Qualifications: Applicants will possess a minimum of a high school diploma, excellent written and interpersonal skills, and at least 2 years of clerical or related experience. Applicants with an associate degree or higher are preferred.

Please submit an EACC application, resume with three work references and transcript(s) to: EACC Personnel Office, 1700 Newcastle Road, Forrest City, AR 72335. Application packet may be submitted via email at humanresources@eacc.edu . For more information about EACC or this position, visit our website at <https://www.eacc.edu/employment>. Review of applications will begin immediately and continue until the position is filled.

EACC IS AN AA/EO EMPLOYER.