

## **Administrative Assistant I for Student Support Services TRIO**

East Arkansas Community College is currently accepting applications for the position of Administrative Assistant I for Student Support Services TRIO.

**Job responsibilities include, but are not limited to:**

The Administrative Specialist for Student Support Services TRIO will serve as receptionist for the waiting area for the Student Support Services Project; greet and direct visitors; help control waiting area activities and provide exceptional customer service to patrons. The person in this position will perform clerical duties such as: answering phones and taking messages; typing memos, letters, requisitions, and travel forms; assist participants in completion of proper paperwork; take minutes of Student Support Services staff meetings; maintain files for Student Support Services; maintain inventory and order supplies.

**Qualifications:** Applicants must possess a minimum of a high school diploma, excellent written and interpersonal skills, and previous clerical experience in an educational setting. The ideal candidate will also possess knowledge of Microsoft Office applications, excellent organizational skills, and ability to operate general office equipment. An associate's degree in business or office management or related field is preferred.

**Salary:** \$23,452. EACC offers a generous fringe benefit package including excellent leave time, employer paid insurance, and multiple retirement plan options.

Please submit an EACC application, résumé with three work references and transcript(s) to: EACC Personnel Office, 1700 Newcastle Road, Forrest Cit, AR 72335. Application packet may be submitted via email at [humanresources@eacc.edu](mailto: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.