

Administrative Specialist III
Academic Affairs

East Arkansas Community College is seeking applications for the position of Administrative Specialist III for the area of Academic Affairs.

Position Summary

The Administrative Specialist III for Academic Affairs will be responsible for providing general administrative support for the area of Academic Affairs, as well as direct administrative support to the Vice President of Academic Affairs. This position's scope includes but is not limited to preparing communications, maintaining the area and Vice President's calendars, collaborating on area processes, and scheduling and preparing for various meetings and events.

Knowledge, Skills, and Abilities

Qualified applicants must have a functional knowledge of Microsoft Office, including preparation of professional correspondence. Excellent written, oral, interpersonal, and organizational skills are required, as is the ability to research archival and other resources, compile data and information, analyze information, and report findings to various audiences. Applicants must also be able to operate standard office equipment and have the ability to review rules, regulations, policies and procedures and offer input on compliance or improvement.

Minimum Education and Experience

High school diploma or equivalent education and three years of experience in a professional office setting are required. An Associate's degree is preferred. Education and experience may be substituted if supportive of the role and scope of the position. Applicants will be required to engage in a skills test.

Salary: \$25,773.00 - \$27,216.00

Please submit an EACC application, cover letter, resume' and transcript(s) to the EACC Office of Human Resources, 1700 Newcastle Road, Forrest City AR 72335. The application may be found at www.eacc.edu/employment and documentation may also be submitted via email to humanresources@eacc.edu. Review of applications will begin immediately and continue until the position is filled. EACC offers full-time employees a generous benefits package.

EACC is an AA/EO employer.