

Administrative Specialist I

Student Services

East Arkansas Community College is accepting applications for an Administrative Specialist I for the Student Services Complex

Job responsibilities include, but are not limited to:

This position provides general administrative services and support for EACC's Student Services. Provide direct administrative support to the Dean of Student Services, including preparing communications, scheduling meetings, and maintaining area and Dean's calendar. The Administrative Specialist will also function as the Student Support receptionist. This position will answer phone calls and greet people as they enter the building, and will possess general knowledge of college functions in order to direct and assist students and patrons. This position will provide support in other areas as needed.

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

Qualifications: Applicants must possess a minimum of a high school diploma, excellent written and interpersonal skills, and at least two years of clerical or related experience in a professional office setting. The ideal candidate will also possess knowledge of Microsoft Office applications, excellent organizational skills, and ability to operate general office equipment. An associate degree in business or office management or related field is preferred. A skills assessment will be required.

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.