

Student Activities Specialist

East Arkansas Community College is accepting applications for a Student Activities Specialist.

Job responsibilities include, but are not limited to: The Student Activities Specialist position is responsible for initiating and developing student activities that will enhance the social and cultural development for students. This will include, but is not limited to intramurals, coordinating campus organizations, Student Government Association, develop leadership programs, supervise the MMAP mentoring program, coordinating new student orientation, diverse women, assist with the student ambassadors, assist with public relations events, and serve as liaison to Arkansas Collegiate Drug Committee. This position requires working some nights and weekends and will be scheduled in the convenience and best interest of the College.

Knowledge, Abilities, and Skills: Experience with Microsoft Office, Excel; Outlook; Publisher, and Word. Ability to work well with others, particularly college-aged students. Ability to coordinate activities, student events, and organizations across campus. Ability to adapt to changes. Minimum of Associate's degree plus two years of experience in related field.

Salary: \$23,257. EACC offers all full-time employees a generous leave and benefits package.

Please submit an EACC application, resume and transcript(s) to: EACC Personnel Office, 1700 Newcastle Road, Forrest City, AR 72335. To apply online, visit www.eacc.edu/employment. Review of applications will begin immediately and continue until the position is filled.

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