

Administrative Specialist I - Student Support Services

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

JOB RESPONSIBILITIES INCLUDE:

- Serve as receptionist for the waiting area for the Student Support Services Project by greeting and directing visitors and help control waiting area activities
- Provide routine information about the Student Support Services project and assist with recruitment of participants in office and on campus;
- Assist participants in completion of proper paperwork, process program applications, and maintain participant files and organization of files
- Assist and encourage students to persist and be dedicated to their education
- Maintain files for Student Support Services reports to the college and the Department of Education and assist with maintenance of student database;
- Type memos, letters, various forms, and work orders and copy various materials including letters, reports, and schedules;
- Take and file minutes of Student Support Services staff meetings
- Deliver correspondence, answer telephone and take messages,
- Inventory office equipment and supplies; contact repairmen to service office equipment;
- Supervise and train work-study students in proper office etiquette, confidentiality, and customer service
- Other duties as assigned.

QUALIFICATIONS:

Applicants must possess:

- A minimum of a high school diploma,
- Exceptional written and interpersonal skills,
- Previous clerical experience in an educational setting.

The ideal candidate will also possess and be able to demonstrate:

- An Associate's degree in business or office management or related field is preferred
- Knowledge of Microsoft Office applications
- Excellent organizational skills and the ability to operate general office equipment
- A desire to see college students succeed and continue to their next stage in life such as transfer to a college or entering the workforce.

SALARY:

\$23,257.00- EACC offers a generous fringe benefit package including excellent leave time, employer paid insurance, and multiple retirement plan options.

Please submit an EACC application online and include a resume' and transcript(s) at www.eacc.edu/employment. You can also email a pdf application and supporting documents to humanresources@eacc.edu. Review of applications will begin immediately and continue until position is filled.

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