

Executive Assistant
Vice-President for Academic Affairs

East Arkansas Community College is seeking applications for the position of Executive Assistant-Vice-President for Academic Affairs.

Position Summary:

The Executive Assistant Vice-President for Academic Affairs will be responsible for providing general administrative support for the area 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: \$30,168.32 - \$33,939.36 DOE

Please submit an EACC application, cover letter, resume' and transcript(s) to EACC Office of Human Resources, 1700 Newcastle Rd, Forrest City, AR 72335, via email to humanresources@eacc.edu, or complete an online employment application located at www.eacc.edu/employment. Review of applications will begin immediately and continue until the position is posted. EACC offers all full time employee a generous benefits and leave package. EACC is an AA/EO employer.