

## Administrative Specialist I – CTE (Transportation)

East Arkansas Community College is seeking applications for the position of Administrative Specialist I for Career & Technical Education - Transportation Center.

### **Position Summary:**

The Administrative Specialist I CTE (Transportation) will be responsible for providing general administrative support for the area of the Automotive Service, Diesel Service, and Heavy Equipment Program. This position's scope includes but is not limited to preparing communications, maintaining the area and providing support to the programs. Perform other duties as assigned. This position reports to Dean of Career & Technical Education.

### **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 two 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:** \$27,040.00. UA-EACC offers all full-time employees a generous leave and benefits package.

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

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