

Administrative Assistant

Wynne Center

The University of Arkansas -East Arkansas Community College is seeking applications for the position of Administrative Assistant for the Wynne Center, located in Wynne Arkansas. This is a twelve-month position.

Position Summary:

The Administrative Assistant will be responsible for providing general administrative support for the Wynne Center. This position's scope includes but is not limited to preparing communications, maintaining the area at the Wynne Center, collaborating on area processes, and preparing for various meetings. This position will report to the Vice Chancellor for Academics and perform other duties as assigned.

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: \$ 28,071.68, Commensurate with Experience and Education

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 filled. EACC offers all full time employee a generous benefit and leave package.