

Administrative Specialist III – Student Services

POSITION DESCRIPTION

The University of Arkansas East Arkansas Community College (UAEACC) is currently accepting applications for the position of Administrative Specialist III – Student Services. This position is responsible for providing advanced administrative and clerical support to student services departments and the Welcome Center. The Administrative Specialist III serves the following departments: Advising, Admissions, Bookstore, Financial Aid, Food Service, Institutional Effectiveness & Research, Student Activities, and Recruitment.

JOB RESPONSIBILITIES INCLUDE:

- Provide guidance and oversight to front-end student workers in the student services office.

- Provide advanced administrative support to various student services departments
- Answer phones for the campus and direct calls to appropriate staff members
- Greet students and members of the community in the Welcome Center
- Maintain student files and databases
- Assist with processing student applications and forms
- Schedule appointments and meetings for student services staff
- Prepare correspondence such as letters, emails, and reports
- Assist with preparation of presentations, events, and orientations
- Participate in student outreach activities and recruitment events
- Order and maintain office supplies and inventory
- Coordinate transportation services for students, including scheduling and communication with route drivers
- Handle departmental orders and purchasing for non-grant funded programs
- Provide information to students on policies and procedures
- Compile reports, statistics, and other data as needed
- Maintain confidentiality of student records and information
- Keep updated on college policies, deadlines, and requirements
- Provide support with special departmental projects and initiatives
- Maintain calendars for the office, staff, and specific events
- Schedule rooms, equipment, and other needs for events and meetings
- Coordinate calendar updates with other departments and staff

Minimum Qualifications:

A high school diploma or equivalent is required; an associate's degree is preferred. Education and experience may be substituted if supportive of the role and scope of the position. The ideal candidate will:

- Show interest in and commitment to community college student success
- Possess excellent written and interpersonal communication skills
- Have the ability and willingness to work effectively with interdepartmental teams

[Type here]

- Show willingness to actively participate in college committees and/or campus organizations

SALARY:

\$32,231.68 – UAEACC offers a generous fringe benefit package including excellent leave time, employer-paid insurance, and multiple retirement plan options.

Please submit a UAEACC application, cover letter, résumé, and transcript(s) to:

UAEACC Office of Human Resources

1700 Newcastle Rd, Forrest City, AR 72335

Email: humanresources@eacc.edu

Or complete an online employment application at www.eacc.edu/employment

Review of applications will begin immediately and continue until the position is filled.