



Allied Health Division  
Job Description  
Administrative Specialist II

**Minimum Qualifications:**

- Certificate or degree in administrative field (preferred), or high school diploma.
- One year experience in a general administrative support role.
- Has experience with Microsoft programs (Word, Excel, Outlook, etc.).
- Demonstrates professional communication techniques (verbal and written).

**Position Responsibilities:**

- Performs and maintains file and data storage for all Allied Health Programs and Dean.
- Assists faculty and directors with obtaining, filing, and compiling student information.
- Composes and types routine correspondence with College personnel and various external industry and clinical partners.
- Performs and maintains various activity logs, financial ledgers, and reports.
- Reviews documents including applications, forms, vouchers, records, and reports for accuracy, completeness, and compliance with laws and regulations.
- Provides information, assistance, and clarification to interested parties concerning agency/institution policies and procedures.
- Assists in developing or revising agency/institution policies, procedures, and directives based on data.
- Assists with student admission processes by providing student guidance with testing and obtaining student admission documentation.
- Performs criminal background checks and provides documentation on all Allied Health students as needed.
- Assist with College committees and other groups where skills may be utilized.
- Assist the Dean of Allied Health in day-to-day tasks.
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**Work Schedule:**

- Monday – Friday 8:00A – 4:30P
- After hours are sometimes required pending UA-EACC events.

**Salary:**

- \$28,071.68

**What We Offer:**

A generous benefits package with 100% health insurance paid for employee. Family coverage, dental, and vision insurance offered for an additional premium. Paid life insurance and long-term disability insurance, tuition waivers for employees and their families, a healthcare spending account, catastrophic leave bank, and paid maternity or parental leave. UA-EACC offers a choice of 2 retirement plans: Fidelity and TIAA (employee contribution 5%; UA-EACC contribution 10%). Eight hours sick leave per month.

Please submit an UA-EACC application, resume, and CV with three work references, and transcript(s) via the following website: <https://www.eacc.edu/employment> or remit to: UA-EACC Personnel Office, 1700 Newcastle Road, Forrest City, AR 72335. A background check will be conducted prior to employment.

For more information about UA-EACC, visit our website at [www.eacc.edu](http://www.eacc.edu). Review of applications will begin immediately and continue until the positions are filled. A background check will be conducted.

