

## Administrative Specialist I - Student Services

East Arkansas Community College is currently accepting applications for the position of Administrative Specialist I - Student Services. The Administrative Specialist I position in Student Services is responsible for providing administrative and clerical support to student services departments and the Associate Vice President of Student Services. The position serves the following departments: Advising, Admissions, Auxiliary Services, Enrollment Management, Institutional Research, Financial Aid, Student Activities and Student Recruitment. The Administrative Specialist I - Student Services reports to the Dean of Student Experiences.

### **JOB RESPONSIBILITIES INCLUDE:**

- Provide administrative support to various student services departments
- Answer phones and direct calls to appropriate staff members
- Greet students and parents in the student services office
- 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
- 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
- Track key deadlines, activities, and appointments on calendars
- Coordinate calendar updates with other departments and staff

**Minimum Qualifications:** A high school diploma or equivalent is required; an associate's degree is preferred. 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; show willingness to actively participate in college committees and/or campus organizations.

### **SALARY:**

**\$27,040.00-** EACC offers a generous fringe benefit package including excellent leave time, employer paid insurance, and multiple retirement plan options.

**What We Offer:** A generous benefits package with 100% health and dental insurance paid for employee. Family coverage 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. EACC offers a choice of 3 retirement plans: VALIC (employee contribution 6%; EACC contribution 14%); Arkansas Public Employees Retirement (employee

contribution 5%; EACC contribution 15.32%); TIAA CREF (employee contribution 6%; EACC contribution 14%). New hires who have at least 5 years in the Arkansas Teacher Retirement System may continue with this current plan (employee contribution 6.75%; EACC contribution 14.75%). Paid holiday leave 11-13 days annually; 8 hours sick leave per month; and a sliding scale of vacation (annual leave) ranging from 10 hours per month to 15 hours per month depending on years of service.

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](mailto:humanresources@eacc.edu), or complete an online employment application located at [www.eacc.edu/employment](http://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 benefit and leave package. EACC is an AA/EO employer.