



**POSITION ANNOUNCEMENT
(Anticipated Opening)**

Title: Administrative Specialist I- Allied Health

Qualifications: Associate degree or the equivalent (three years' related experience). The Allied Health Administrative Specialist I must have the following knowledge, abilities and skills:

- Proficient in current use of office technology including Microsoft Office applications, Word, Excel, Power Point, etc.
- Knowledge of grammar, punctuation, and spelling, general office procedures and basic record keeping/bookkeeping procedures.
- Ability to operate standard equipment, including computers, perform Basic mathematical calculations extract and organize information, maintain confidentiality of information, manage multiple tasks and projects, set priorities and manage time, organize and work on detailed projects.

Reports to: Dean for Allied Health & Associate Dean for Allied Health

Position Description:

The Administrative Specialist I for Allied Health is a support staff position at Arkansas Northeastern College under the supervision of the Dean for Allied Health. This position provides clerical and administrative assistance to the Division Dean, Associate Dean, and Allied Health Program faculty as indicated. Works collaboratively with the AH Administrative Analyst to complete assignments that support meeting Division outcomes.

Job Responsibilities:

Duties of the Administrative Specialist I for Allied Health include but not limited to:

1. Answers and screens calls, schedules appointments, takes messages, provides prospective students with information packets and direction.
2. Orders supplies/equipment for Dean and the division departments as requested and maintains expense and purchase requests.
3. Assists with obtaining quotes, initiating purchasing process; orders and maintains office supplies, copying paper, toner, college and departmental forms.
4. Receives, documents, processes and/or file Student and Faculty information (grant intake/required documents, program applications, admission scores, health history, immunization records, etc.) and maintains Student Files and documents as required.
5. Collects and enters assessment data into spreadsheets as requested for departments assigned.
6. Maintains departmental and any Allied Health grant activities calendar and communicates schedule and updates to the Dean.
7. Creates, coordinates and maintains current and prospective student files on an on-going bases in the Phlebotomy/PCT, Nursing Assistant, Dental Assisting, EMS Programs and other programs as requested.

8. Assists with part-time and adjunct employee contracts, travel requests, leave requests, office hours, data-gathering for assessment reports, budget and/or other required reports.
9. Assists with coordination of annual and ongoing clinical affiliation agreements for Division and correspond with agencies as requested to ensure accuracy of agreements and contact information.
10. Assists Dean, Associate Dean and Directors in preparing self-studies, annual reports and obtaining requested documents necessary for regulatory compliance.
11. Composes and types routine correspondence and form letters.
12. Maintains financial ledger and budget activities for any Allied Health Grants and for the departments assigned.
13. Assists with coordinating faculty evaluation process for assigned departments by preparing evaluation packets, scanning evaluation forms and typing comments.
14. Types tests and copies exams as requested by supervisor and faculty.
15. Types and maintains Departmental Course Syllabus and First Day Handouts.
16. Assists supervisor, reads and distributes mail, and transcribes correspondence and information for reports.
17. Maintains master calendar and organizational system to tract all Allied Health grants and departmental official functions, activities, deadlines, contract renewals, and appointments.
18. Attends division faculty meetings and all division annual Advisory Committee Meetings, transcribes meeting minutes as requested, assists with meeting preparation, mail correspondence and coordinates scheduled meetings.
19. Assists with obtaining vendor quotes, initiating purchasing process and ordering office supplies.
20. Communicates professionally and effectively with students, ANC faculty and staff, and all external customers.
21. Performs other duties as assigned.

Salary: Salary commensurate with education and experience within the approved salary scale. A generous fringe benefits package is included.

Application Deadline: Review of applications will begin immediately and continue until the position is filled. Interviews may occur throughout the application period.

Application Procedure: To be considered for this position, interested candidates should submit all of the following; cover letter, resume, completed application (available at www.anc.edu/jobs) and transcripts to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109 or email thampton@smail.anc.edu**. For more information, call (870) 762-3121.

Applicants applying for position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

Date of Announcement: **May 22, 2024**

ANC is an affirmative action, equal opportunity employer.