



POSITION ANNOUNCEMENT

**Position: Administrative Specialist I (*Grant-funded*)
TRiO Educational Opportunity Center**

Position is a full time, twelve-month, grant-funded position and reports directly to the EOC Director. The Administrative Specialist is responsible for all correspondence, recordkeeping, and preparation of reports, data entry, and other administrative and clerical duties as assigned.

Responsibilities:

- Receptionist Duties
 - Directs/makes/routes routine telephone calls and written telephone and email messages with complete information
 - Receives/assists visitors
 - Retrieves/handles internal and external mail and distributes daily
 - Maintains office/paper supplies
 - Makes photocopies
 - Completes work orders
 - Completes conference details, including forms, conference registration, and travel arrangements
 - Makes vehicle requests
 - Maintains files in an orderly manner
- Administrative Duties
 - Maintains On-Site Inspection binders
 - Maintains inventory and orders supplies as needed
 - Creates and/or revises all forms annually
 - Maintains time/attendance records for all EOC employees and reconciles with ANC Human Resources Office
 - Troubleshoots for all office equipment and/or makes repair calls as needed
 - Updates software
 - Development, production, and distribution of EOC print and web-based publications and information, including but not limited to newsletters, calendars, flyers, etc.
 - Maintains consistent contact with target schools, community service agencies, area Adult Education Centers, etc.
- Budget
 - Prepares purchase requisitions accurately and in a timely manner
 - Records and reconciles monthly expenditures with ANC Business Office
 - Resolves billing discrepancies with vendors and/or ANC Business Office
 - Maintains budget files and binders
 - Balances annual budget and creates end-of-year budget summary
 - Forecasts (Quarterly) to determine spending for grant year

- Database
 - Inputs data on EOC participants
 - Assists Advisors and Director with use of database
- Performs other duties as required or assigned

Knowledge, Abilities, and Skills:

- Knowledge of grammar, punctuation, and spelling
- Knowledge of general office procedures
- Knowledge of basic record keeping/bookkeeping procedures
- Ability to use Microsoft Office programs and QuickBooks applications
- Ability to operate standard office equipment
- Ability to perform basic mathematical calculations
- Ability to extract and organize information
- Ability to maintain confidentiality of information
- Ability to manage multiple tasks and projects, prioritize assigned tasks, and manage time
- Ability to organize and work on detailed projects
- Ability to create and revise documents and forms
- Ability to interface with vendors
- Ability to work with others toward a common goal
- Ability to maintain database and consolidate data for statistical reports

Qualifications:

Preferred: Associate's Degree in Office Systems Management, related field, or equivalent work experience preferred; two years of experience in word processing, data management, and general secretarial duties; experience in fiscal procedures, i.e., purchase requisitions, budget reconciliation, and travel reimbursements; experience operating all types of office machines, i.e., computers, ten-key, fax, duplicating, peripheral devices, folding/laminating machines. Experience with TRiO a plus. Preference may be given to applicant with educational and economic background similar to the target population.

Minimum: The formal education equivalent of a high school diploma.

Application Deadline:

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

Application Procedures:

Interested candidates should submit a completed ANC application form (available online at www.anc.edu/jobs) to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109.** Applicants applying for a 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: December 14, 2017

Arkansas Northeastern College is an equal opportunity/affirmative action employer