



## Position Announcement

**Position:** **Administrative Specialist I** (*Grant-funded*)

**TRiO Educational Talent Search**

Position is a full-time, twelve-month position and reports to the ETS 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
  - Punctuality of work hours
  - Directs/routes routine telephone calls and written telephone and e-mail messages with complete information
  - Receives/assists visitors
  - Retrieves/handles internal and external mail and distributes daily
  - Maintains office/paper supplies
  - Makes routine telephone calls as per Director/Advisors
  - 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 ETS employees and reconciles with ANC Human Resources Office
  - Troubleshoots for all office equipment and/or makes repair calls as needed
  - Updates software
  
- 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 ETS participants
  - Generates reports
  - 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 recordkeeping/bookkeeping procedures
- Ability to use word processing and database applications, including Access
- Ability to maintain database and consolidate data for statistical reports
- 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

**Qualifications:**

**Preferred:** Associate 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

**Minimum:** The formal education equivalent of a high school diploma. Other job-related education and/or experience may be substituted for all or part of these basic requirements.

**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](http://www.anc.edu/jobs)) to: **Office of Human Resources, Arkansas Northeastern College, and 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:** November 30, 2017

*Arkansas Northeastern College is an equal opportunity/affirmative action employer*