



Position Announcement

POSITION: Administrative Specialist II (C109) – Chief Academic Office

Job Description:

- Works under the supervision of the Chief Academic Officer.
- Enters all course offerings for each semester into the data management system.
- Processes evaluations for academic staff and maintains files each semester.
- Enters all course offerings for each semester into the data management system.
- Schedules classrooms for classes each semester and for special events throughout the year.
- Requests submission of contracts for adjunct/overload courses, reviews, and processes contracts.
- Composes and types various documents including letters, memoranda, reports, narratives, etc. as requested by supervisor.
- Records, prepares, and maintains minutes of Academic Affairs and Students Success committee meetings.
- Coordinates and communicates with deans and division secretaries to ensure timely acquisition of documents, reports, etc., necessary for operations as requested by the Chief Academic Officer.
- Requests records and maintains credential files for all faculty and academic staff.
- Plans and coordinates events such as reconvening, end-of-year activities, holiday activities, or as requested. Event planning includes securing room use, set-up, and catering.
- Prepares faculty/staff listing for commencement ceremony program and oversees the procurement of caps and gowns for faculty.
- Assists with annual revision of Academic Staff Handbook.
- Assists employees with procedures for requesting and submitting Professional Development projects, maintains files and prepares contracts.
- Assists in preparing reports for the Arkansas Department of Higher Education and Higher Learning Commission and maintains all college files of the reports.
- Processes contracts, purchase requisitions, travel requests, reimbursement forms, leave requests, etc. Reviews documents, obtains signatures, and copies as necessary.
- Performs receptionist duties.
- Performs other duties as assigned.

Knowledges, Abilities, and Skills:

- Knowledge of professional office procedures
- Ability to communicate effectively, both orally and in writing
- Ability to use Word, Excel, and PowerPoint
- Ability to research and organize information
- Ability to perform basic mathematical calculations
- Ability to set priorities and manage time
- Ability to provide information and assistance to students, office staff, visitors, and callers
- Ability to maintain confidentiality of information
- Possess excellent customer service skills
- Must be a self-starter and able to work with minimal instructions

Qualifications:

Preferred: An associate degree or the equivalent with experience in all of the above, strong computer skills, and the ability to maintain confidentiality of information.

Minimum: The formal education equivalent of a high school diploma plus one year of specialized training in the secretarial science field plus three years of secretarial experience.

Other job-related education and/or experience may be substituted for all or part of these basic requirements.

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
Or
Email anc-hr@smail.anc.edu

Date of Announcement:

August 22, 2017

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