



Position Announcement

Position: Administrative Specialist II (Grade C109)

Position is a full-time, twelve-month position and reports to the Vice President for Advancement.

Responsibilities:

- Performs receptionist duties, screens calls, greets visitors, takes messages, handles routine questions, and assists with registration & other special events sponsored by the College
- Processes incoming and outgoing mail and handles requests from department personnel
- Collects and manages Pathway financial data including Student Account Records, vendor contracts, billing, and reimbursement requests
- Maintains financial records to ensure compliance with guidelines, including reimbursement requests, for all grants under Vice President for Advancement timelines
- Provides administrative support to the Vice President for Advancement
- Submits electronic purchase orders for the Advancement Division
- Provides assistance in the development of external grant opportunities
- Provides assistance for institutional planning and accountability process
- Maintains and monitors leave request calendar and submits required documents semimonthly
- Maintains and disseminates forms/documents to internal divisions
- Assumes other responsibilities and tasks as assigned by the Vice President for Advancement.

Knowledges, Abilities, and Skills:

- Knowledge of general office procedures
- Ability to function in a multi-tasking environment
- Ability to set priorities and manage time
- Ability to compose grammatically correct communications and correspondence
- Ability to provide information and assistance to students, office staff, visitors, and callers
- Ability to create and maintain custom-designed database and generate required reports
- Possess outstanding written and verbal communication skills and listening skills
- Possess excellent word processing skills and database skills
- Possess excellent customer service skills
- Must be a self-starter and able to work with minimal instructions
- Should be persuasive, results-oriented, and able to work independently and as part of a team
- Must have problem-solving skills and superior organizational skills.

Qualifications:

Preferred: Associate degree preferred. Candidates with database management experience will be given preference. Proficient user of Word, PowerPoint, and Excel is a must.

Minimum: High school diploma or equivalent plus two years of experience in a specialized or related area applicable to work performed. 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.** 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: January 13, 2012

Arkansas Northeastern College is an equal opportunity/affirmative action employer