



Position Announcement

Administrative Specialist I

(Grant-funded)

Position Description:

The Administrative Specialist I for Arkansas Career Pathways Initiative (CPI) (C106) is a grant funded position at Arkansas Northeastern College and is noted as a position under the supervision of the CPI Program Director. The primary office will be located at the ANC Main Campus but may require travel to other ANC campuses.

Job Responsibilities:

Duties of the Administrative Specialist I for Career Pathways Initiative include by are not limited to:

- Answers and screen calls, schedules appointments, take messages, provides prospective students with information packets and direction.
- Orders supplies/equipment for CPI Director and the division as requested and maintains expense and purchase requests.
- Assists with obtaining quotes, initiating purchasing process; orders and maintains office supplies, copying paper, toner, college and departmental forms.
- Receives, documents, processes, and/or files Student and Staff information (grant intake/required documents, program applications) and assists CPI advisors when necessary to maintain student files and documents as required within the prescribed CPI databases.
- Collects and enters inventory and gas voucher data into spreadsheets as requested.
- Maintains department and any Career Pathways grant activities calendar and communicates schedules and updates to the CPI Director.
- Assists CPI Director with leave requests documents, and data gathering for assessment reports budget and/or other required reports.
- Communicates with internal and external constituencies with exceptional customer service.
- Assists CPI Director and staff in preparing monthly, quarterly and annual reports and obtaining requested documents necessary for regulatory compliance.
- Composes and types routine correspondence and form letters.

- Attends staff meetings and all quarterly and annual Advisory Committee Meetings, transcribes meeting minutes, assists with meeting preparation, mails correspondence and coordinates scheduling meetings.
- Performs other duties as assigned.

Qualifications:

Associate Degree in Office Management or related field. The Administrative Specialist I reports directly to the CPI Program Director and interacts closely with CPI staff and other college faculty/staff to accomplish grant activities and objectives and 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, punctuations, 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.

Application Deadline:

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

To apply, send completed ANC application, cover letter, resume, and transcript to thampton@smail.anc.edu or mail to:

**Arkansas Northeastern College
Attn: Office of Human Resources
PO Box 1109
Blytheville, AR 72315-1109**

Date of Announcement: November 2, 2020

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