



Position Announcement

POSITION: Administrative Analyst (C115) – Chief Academic Office

Job Description:

- Works under the supervision of the Chief Academic Officer.
- Formulates collected data into recommendations to develop new or revise existing programs.
- Compiles information for various status and statistical reports concerning programs required by federal and state agencies and institution administration.
- Develops recommendations concerning program policies and procedures, compiling information for budget preparation, and recommending academic committee appointments.
- Monitors educational programs, develops and makes recommendations on compliance plans addressing deficiencies to bring programs into compliance with state and federal regulations.
- Provides documentation of official training/professional development to meet institutional goals and objectives.
- 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: The formal education equivalent of a bachelor's degree in business, business management, business education, management, or related field. 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 thampton@smail.anc.edu or mail to:

Office of Human Resources
Arkansas Northeastern College
P.O. Box 1109
Blytheville, AR 72316-1109

Applicants applying for 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 10, 2022

Arkansas Northeastern College is an equal opportunity/affirmative action employer