



Position Announcement

Position: **Administrative Specialist I, Community Relations (Grade C106) (*grant-funded*)**
Position is a full-time twelve-month, classified, grant-funded position and reports to the Associate Vice President (AVP) for Community Relations. 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 Community Relations include but not limited to:

- Answers and screens calls, schedules appointments, takes messages, provides prospective students with information packets and direction
- Orders supplies/equipment for AVP 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 maintains Student Files and documents as required within the prescribed databases
- Collects and enters assessment data into spreadsheets as requested
- Maintains departmental and any Community Relations grant activities calendar and communicates schedule and updates to the AVP
- Creates, coordinates and maintains current and prospective student files on an on-going bases
- Coordinates and processes: part-time employee contracts, travel requests, leave requests, office hours, data-gathering for assessment reports, budget and/or other required reports
- Coordinates annual and ongoing Community Partnership agreements for division and corresponds with agencies as requested to ensure accuracy of agreements and contact information
- Assists AVP and Staff in preparing self-studies, annual reports and obtaining requested documents necessary for regulatory compliance
- Composes and types routine correspondence and form letters
- Maintains financial ledger and budget activities for the Community Relations Grants and for the division as assigned
- Coordinates staff evaluation process by preparing evaluation forms
- Assists supervisor, reads and distributes mail, and transcribes correspondence and information for reports
- Maintains master calendar and organizational system to track all Community Relations grants and departmental official functions, activities, deadlines, contract renewals, and appointments
- Attends Staff meetings and all quarterly and annual Advisory Committee Meetings, transcribes meeting minutes, assists with meeting preparation, mails correspondence and coordinates scheduled meetings
- Assists with obtaining vendor quotes, initiating purchasing process and ordering office supplies
- Communicates professionally and effectively with students, ANC faculty and staff, and all external customers
- Performs other duties as assigned

Qualifications Preferred:

Associate degree or the equivalent (three years experience as a secretary). The Community Relations Administrative Specialist I 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, punctuation, 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

Minimum Qualifications:

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

Application Procedures:

Interested candidates should complete an application (available at www.anc.edu/jobs) and send to anc-hr@smail.anc.edu or mail to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109**. For more information, please call (870)762-3121.

Date of Announcement:

October 21, 2019

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