



Position Announcement

Position: **Administrative Specialist I** (*Grant-funded*)

TRiO Educational Talent Search

Position is a full-time, twelve-month position and reports to the ETS Director. The Administrative Specialist is responsible for all correspondence, recordkeeping, and preparation of reports, data entry, and other administrative and clerical duties as assigned.

Job Description:

- Performs receptionist duties, screens incoming calls, greets visitors, takes messages, and provides prospective students with information packets and direction.
- Receives and routes incoming mail and responds to requests for information.
- Receives applications and documentation and routes to the correct advisor
- Assists in determining ETS eligibility of students according to federal guidelines.
- Assist students with resource library and maintain logs.
- Documents participants' activities and services in computerized database.
- Administers computerized educational, financial, and career assessments and generates reports for assigned coordinator.
- Assists with planning and implementation of ETS camps, road trips, and college visits.
- Provides office management and administrative assistance and support, ensuring college policies and procedures are adhered to properly.
- Organizes and maintains confidential student files, in accordance with student privacy rights.
- Prepares and maintains inventories, purchase requisitions, trip requests, and expense statements.
- Assists with correspondence, including designing forms, brochures, and letters for ETS activities and services.
- Records and reconciles monthly budget, resolves billing discrepancies with vendors and/or ANC Business Office.
- Assists with preparing and disseminating information to participants, college administrators, faculty, and staff.
- Processes requests, supervises, ensures verification of documentation for part-time staff.
- Performs other duties as assigned.

Knowledge, Abilities, and Skills:

- Possess excellent customer service skills
- Possess strong computer skills (Microsoft Word, Excel, PowerPoint, Google Docs) with the ability to learn new software
- Possess outstanding written and verbal communication skills
- Ability to compose grammatically correct communications and correspondence
- Knowledge of general office procedures and equipment including personal computers
- Ability to function in a multi-task environment, set priorities and manage timesheets
- Ability to perform basic mathematical calculations
- Ability to provide information and assistance to students, office staff, visitors, and callers
- Ability to maintain custom-designed database and generate required reports

Qualifications:

Preferred: Associate degree preferred. Candidates with office/reception experience will be given preference.

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. Must be proficient in Microsoft Office applications, have knowledge of grammar, punctuation, general office procedures, basic record keeping/bookkeeping procedures, and be able to perform basic mathematical calculations

Application Deadline:

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

Application Procedures:

To print an application, visit the college's website at <https://www.anc.edu/jobs> and click on the ANC job application.

To apply, send completed ANC application, *cover letter, resume, and transcripts* to:

Arkansas Northeastern College
Attn: Office of Human Resources
P.O. Box 1109
Blytheville, AR 72315-1109
or email thampton@smail.anc.edu

Date of Announcement: January 17, 2023

Arkansas Northeastern College is an equal opportunity/affirmative action employer