

**Position Announcement  
Administrative Specialist I  
Student Support Services (Grant-funded position)**

**POSITION: Administrative Specialist I**

Position is a full-time, twelve-month position and reports to the Director of Student Support Services.

**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 intake paperwork and schedules intake and update appointments.
- Assists in determining SSS 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 SSS workshops, cultural activities, and transfer trips.
- 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 calendars for SSS 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.
- Assists with on-campus recruitment as needed.
- 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

**Minimum Qualifications:**

Associate Degree in Office Management or related field preferred. The Administrative Specialist I reports directly to the SSS Director and works closely with SSS staff and other college faculty/staff to accomplish grant activities and objectives. Other job-related education and/or experience may be substituted for all or part of these basic requirements. The Administrative Specialist I 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. QuickBooks experience is a plus.

**Application Procedures:**

Interested candidates should submit a completed ANC application form (available online at [www.anc.edu/jobs](http://www.anc.edu/jobs)) to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109 or email [thampton@smail.anc.edu](mailto:thampton@smail.anc.edu)**. 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:** September 6, 2022

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