



## **Position Announcement**

**Position: Administrative Specialist II – Student Affairs**

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

**Responsibilities:**

- Performs receptionist duties, screens calls, greets visitors, takes messages, handles routine questions, and assists with registration
- Directs office traffic for Student Affairs division
- Provides backup for the Front Desk in Student Services
- Maintains form supply
- Reconciles monthly Student Services budget
- Submits and monitors website updates as needed from Student Affairs (forms, dates, calendar, etc)
- Processes incoming mail daily
- Processes applications and paperwork for the Early College Program
- Scans and Indexes information into the Docubase records system
- Records minutes of Student Services Standing Committee meetings
- Provides administrative support to Student Services and Financial Aid Departments
- Submits electronic purchase orders
- Maintains leave request calendar and submits required documents bi-weekly
- Maintains and disseminates forms/documents to internal divisions
- Assumes other responsibilities and tasks as assigned by the Director of Student Services and the Director of Financial Aid
- Works some evening and weekend hours as required
- Performs other duties as assigned

**Knowledges, Abilities, and Skills:**

- Must have friendly disposition and excellent customer service skills
- Knowledge of general office procedures
- Ability to function in a multi-tasking environment
- Ability to set priorities and manage time
- Ability to compose grammatically correct communications and correspondence
- Ability to provide information and assistance to students, office staff, visitors, and callers
- Ability to maintain custom-designed database and generate required reports
- Possess outstanding written and verbal communication skills and listening skills
- Possess a working knowledge of database management
- Must be a self-starter and able to work with minimal instructions
- Should be persuasive, results-oriented, and able to work independently and as part of a team
- Must have problem-solving skills and superior organizational skills,

**Qualifications:**

**Preferred:** Associate degree preferred. Candidates with office/reception experience will be given preference. Proficient user of Microsoft Word and Excel is a must.

**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.

**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 apply, send completed ANC application (located at [www.anc.edu/jobs](http://www.anc.edu/jobs)), cover letter, resume, and transcripts to:

Arkansas Northeastern College  
Attn: Office of Human Resources  
P.O. Box 1109  
Blytheville, AR 72315-1109

For more information, call (870) 762-3121 or email [thampton@smail.anc.edu](mailto:thampton@smail.anc.edu).

**Date of Announcement:**

January 19, 2021

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