

## **ADMINISTRATIVE SPECIALIST I**

The University of Arkansas at Pine Bluff is accepting applications to fill the position of **Administrative Specialist I** in the School of Agriculture, Fisheries and Human Sciences (Cooperative Extension Program). The **Administrative Specialist I** works under the general supervision of the Associate Extension Administrator, acts as receptionist; general clerical duties i.e. processing paperwork, letters, itineraries, monthly reports, manuscripts, requisitions, memos, timesheets, monthly reports, campus leave forms, etc.; filing; ordering supplies; operating and requisition repairs of office machines; pick-up and delivery of mail; serving as key operator for copy and fax machine and other duties as assigned. A responsible, self-directed individual is needed to carry out the duties of the Administrative Specialist I within the School of Agriculture, Fisheries and Human Sciences. **MINIMUM QUALIFICATIONS:** A formal education equivalent to a high school diploma, plus one year's clerical experience; must be able to operate general office equipment and **type a minimum of 45 wpm**. Applicant must have skills in the use of computer software packages including database and spreadsheet software, such as Excel and Access; word processing skills and be able to use WordPerfect 12.0 and MS Word, must be able to exercise good judgment in supervisors absence; exercise courtesy and use tact when dealing with the public; and must be able to establish and maintain effective working relationships with professional staff and associates.

**SALARY: Grade C106– State Classification System**

**Qualified individuals must submit an application, resume with name, official transcript, three letters of recommendation, address and telephone numbers of three references to:**

Human Resources  
University of Arkansas at Pine Bluff  
1200 N. University Dr., Mail Slot #4942  
Pine Bluff, Arkansas 71601

### **DEADLINE FOR APPLICATIONS: May 18, 2010**

**Applications accepted Monday thru Friday from 9:00 a.m. to 4:00 p.m.**

State Applications may be picked up from UAPB Human Resources Office, Room 312 Administration Building or may be downloaded from [www.uapb.edu](http://www.uapb.edu). State Applications from the Department of Workforce Services are accepted.

**“UAPB is an Equal Employment/Affirmative Action Employer and full participation by Women and Minority Groups is encouraged.”**