

ADMINISTRATIVE SPECIALIST II

The University of Arkansas at Pine Bluff is accepting applications to fill the position of **Administrative Specialist II**. The **Administrative Specialist** composes and/or generates correspondence, performs various word processing tasks, operates copier, fax and other office machines; acts as a receptionist; prepares various reports; prepares purchase requisitions; establishes and maintains extensive files, types and edits various documents; prepares employment paperwork for students and extra-help workers and tracks progress on orders and payments; makes travel arrangements; provides assistance to students, staff and faculty as needed and performs other related duties as needed or required. **MINIMUM QUALIFICATIONS:**

The formal education equivalent of a high school diploma plus one year of specialized training in the secretarial field; plus three years experience as a secretary; must be able to type a minimum of 45 wpm. Candidates should possess proficiency in Microsoft Office programs.

SALARY: Grade – C109 State Classification System

Application Process: Submit an application and resume with name, 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: September 21, 2010

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

Applications may be picked up from UAPB Human Resources Office, Room 312 Administration Building. 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.”