

ADMINISTRATIVE SPECIALIST II

The University of Arkansas at Pine Bluff is accepting applications to fill the position of **Administrative Specialist II**. The **Administrative Specialist II** works under the direct supervision of the Director of Admissions and is primarily responsible for maintaining paper and electronics applicant files, transforming the office files to an electronic processing system, purging old files, researching and preparing special reports pertaining to the pool of applicants, examining and verifying documents, and performing general office duties. Researches various data storage and/or computer records to obtain information and compiles data for reports. Reviews documents including applications, forms, vouchers, records, and reports for accuracy, completeness, and compliance with laws and regulations, make necessary corrections and provide information, assistance, and clarification to applicants and other interested parties concerning admission policies and procedures. **MINIMUM QUALIFICATIONS:** The formal education equivalent of a high school diploma; plus two years of experience in a specialized or related area applicable to work performed. Ability to establish and maintain a filing system, a good knowledge of record keeping procedures, knowledge of computers and software applications including database and spreadsheet software, ability to conduct research and compile data into report form, ability to operate standard office equipment, ability to analyze documents to determine compliance with rules, regulations and procedures and the ability to communicate both orally and in writing. A bachelor's degree in English, Computer Science, Business, or related areas preferred. Prior work experience in a similar work environment and familiarity are also highly preferred.

SALARY: Grade – C109 State Classification System

Application Process: Qualified individuals must submit an application and resume with the 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 28, 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.”**