

Administrative Specialist I

The University of Arkansas at Pine Bluff is accepting applications to fill the position of **Administrative Specialist I**. The **Administrative Specialist I** provides clerical support to supervisory and professional staff; performs receptionist duties; screens incoming calls, directs calls and takes and transmit messages; receives, sorts and distributes various mail and correspondence to appropriate personnel; prepares external and internal outgoing mail and follows established procedures and postal requirements; prepares letters and reports from dictation or rough draft to include proofreading for accuracy, completeness, spelling, and punctuation; photocopies various documents and ensures appropriate safeguard of such documents related confidentiality; performs tasks using standard operating equipment and computer programs to prepare and format forms, correspondence, reports, and other documents; types accreditation reports and supporting documents, assessment reports, graduate and employer outcome study reports, field experience manual, student handbook, program brochures and pamphlets, course syllabi, grant proposals, letters, memorandums, staff meeting minutes, and manuscripts; types and follow up with purchase requisitions, purchase orders, travel authorizations , and any other procedural forms; creates and maintains office files, and student admissions and advisement files; makes travel and hotel arrangements; maintains appointment calendar; assists with program special events; assists with ordering and inventory of standard office equipment and supplies; perform duties as needed or assigned. **Minimum Qualifications:** The formal education equivalent of a high school diploma. Must have knowledge of record keeping procedures, basic arithmetic and grammar, and knowledge of computers and software applications. Must have ability to compile data into report form, establish and maintain filing systems, operate standard office equipment, analyze documents to determine compliance with rules, regulations, and procedures, and ability to communicate both orally and in writing.

SALARY-Grade C106-State Pay Plan

APPLICATION PROCESS: Interested individuals must submit an application and resume and with the name, address, and telephone number of three references to:

**Human Resources Department
University of Arkansas at Pine Bluff
1200 N. University Drive
Mail Slot # 4942
Pine Bluff, AR 71691**

DEADLINE FOR APPLICATIONS: January 13, 2011

Applications accepted Monday thru Friday from 9:00am to 4:00 pm

Applications may be picked up from UAPB Human Resources Office, Room 312 Administration Bldg. State applications from Workforce Services will be accepted.

“The University of Arkansas at Pine Bluff is an Equal Employment/Affirmative Action Employer and full participation by women and minorities is encouraged.”