

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** works under immediate supervision and is responsible for maintaining high quality communication with internal and external customers through a high volume telephone call center. Assisting with inquiries to the extent possible, routing callers to appropriate staff and other duties associated with office goals are expected. Task and responsibility may include any or all of the following: Answering and responding to telephone calls; handling of confidential and sensitive information; review of student data; use of administrative computer software and PC applications; assisting with mass mailings; completing travel forms; completing purchase requisitions and other administrative forms in addition to performing other duties as assigned.

MINIMUM QUALIFICATIONS: The formal education equivalent of a high school diploma; At least one year of experience in a similar position is preferred. Must have good oral communication skills and exhibit professional interpersonal/human relations skills; ability to multi-task in a fast paced environment; knowledge of computers and software applications; ability to operate standard office equipment; and the ability to work within a highly demanding environment.

SALARY: Grade – C106 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: May 16, 2011

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.”**