

ADMINISTRATIVE SPECIALIST III

The University of Arkansas at Pine Bluff is accepting applications to fill the position of **Administrative Specialist III**. The **Administrative Specialist III** 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 purchases requisitions, purchase requisitions, purchase orders, travel authorizations, and 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 – C112 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: June 29, 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.”