Office of Admissions

Administrative Specialist II

Responsibilities: The Administrative Specialist II works under the direct supervision of the Director of Admissions and is primarily responsible for maintaining paper and electronic applicant files; transforming the office files to an electronic processing system and purging old files; researching and preparing special reports pertaining to the pool of applicants; examining and verifying documents; researching various data storage and/or computer records to obtain information and compiles data for reports; reviewing documents including applications, forms, vouchers, records and reports for accuracy, completeness, and compliance with laws and regulations; making necessary corrections and providing information, assistance, and clarification to applicants and other interested parties concerning admission policies and procedures; performing general clerical duties and other duties as assigned. 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 filling system, a good knowledge of record keeping procedures, knowledge of computers and software applications including databases 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 procedure 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 Pay Plan

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: September 11, 2015

“UAPB is an Equal Employment/Affirmative Action Employer and full participation by Women and Minority Groups is encouraged.”

E-Verify Employer