

Administrative Specialist II
Recruitment

The Administrative Specialist II reports to the Director of Recruitment and serves as receptionist and office manager to ensure quality service provided to guests; manages and oversees up-to-date filing systems reference materials and digital/electronic computer-based records; prepares internal and external correspondence, including letters, memoranda, fax transmissions and scanned documents; assists with submission of timesheets, orders supplies; handles mail/package services, including office mail distribution, postal or campus deliveries; manages the office calendar and tracks program activities and events provides back-up support for staff meetings and meetings; monitors needed office or equipment repairs and submits work orders as necessary; prepares and submits requisitions and travel-related paperwork, including flight bookings, travel authorizations and reimbursement forms; tracks procedures involving invoices, vouchers, requisitions, purchase orders, etc.; may assist with account management and the preparation of reports and spreadsheets; ensures quality service is provided to all parties that interact with the office of recruitment; processes all documents submitted by the recruiters; communicates consistently and effectively with potential students and with UAPB Alumni Chapters; and performs other duties as assigned by the Director.

MINIMUM QUALIFICATIONS: A formal education equivalent to two years of college education, plus one year's clerical experience; must be able to operate general office equipment. Applicant must have skills in the use of computer software packages including database and spreadsheet software, such as Excel and Access; word processing skills and be able to use MS Word, must be able to exercise good judgment in supervisor's absence; exercise courtesy and use tact when dealing with the public; and must be able to establish and maintain effective working relationships with professional staff and associates.

SALARY: Grade C109

APPLICATION PROCEDURE: Applicant must submit an application, resume, and three letters of recommendation to:

Human Resources
University of Arkansas at Pine Bluff
1200 North University Drive; Mail Slot 4942
Pine Bluff, AR 71601
Phone No: 870-575-8402

Filing Deadline: Applications will be accepted until a suitable candidate is found.

“University of Arkansas at Pine Bluff is an Equal Opportunity/Affirmative Action Employer, and participates in E-Verify”