

## **Administrative Specialist III Admissions**

The University of Arkansas at Pine Bluff is accepting applications to fill the position of an Administrative Specialist III. The Administrative Specialist III works under the direct supervision of the Director of Admissions, is responsible for researching and preparing reports, developing and recommending administrative policies and procedures to the supervisor. The incumbent will develop and maintain confidential files; prepare invoices and payments of claims, requisitions, purchase order and, perform other fiscal duties; respond to student request for admission; print online application and generate response letters; compile financial information used by supervisor to formulate budget proposals; monitor expenditures to ensure optimum operating efficiency; review and answer or prepare correspondence; assist with preparation, plan and coordinate special events, on-campus recruiting, workshops, etc.; assist supervisor by maintaining appointment calendar, make travel arrangements, and prioritize incoming correspondence; attend workshops and meetings to continue or improve professional development; assist in the preparation of the budget and annual report for the office; supervise student assistants., analyze documents to determine compliance with rules, regulations, and procedures. Performs related responsibilities as required or assigned.

### **MINIMUM QUALIFICATIONS:**

The formal education equivalent of a high school diploma; plus one year of specialized training in business management, business education, or a related field; plus three years of experience in specialized or a related field applicable to work performed.

**PREFERRED QUALIFICATIONS:** A formal education equivalent to a bachelor's degree in English, Computer Science, Business, plus four years of experience in a specialized or related field applicable to work performed is preferred. The preferred candidate should be familiar with, and have experience with college/university admissions process, Ellucian Colleague; have a willingness to learn the appropriate administrative software; and must possess excellent human relations and communication skills. Experience with traditional and electronic media: webpage, e-mail, electronic communication, management/communication tools, Computer and word processing skills - use of PowerPoint, Publisher, and Excel etc. is also preferred.

### **SALARY: Grade C112 – ADHE Pay Plan**

Application Submission: Applicant must submit an application and resume with name, address, and phone number of three references to:

Human Resources Department  
University of Arkansas at Pine Bluff  
1200 N. University Drive  
Mail Slot #4942  
Pine Bluff, AR 71601

### **Deadline: Applications Accepted until filled.**

*“UAPB is an Equal Employment/Affirmative Action Employer; and participates in E-Verify Employer”*

08/01/17