University of Arkansas at Pine Bluff

Administrative Specialist III - ORSP

The University of Arkansas at Pine Bluff is conducting a search to fill the position of Administrative Specialist III. The Administrative Specialist III is responsible for coordinating office activities, researching and preparing special reports, and developing, revising, and recommending administrative policies and procedures as directed by supervisor. This position is governed by state and federal laws and agency/institutional policy.

Duties & Responsibilities: The Administrative Specialist III researches, analyzes, organizes, and disseminates data pertinent to the goals and objectives of the Office of Research and Sponsored Programs (ORSP). These duties include: preparing special reports in compliance with the procedures, policies, and directives based on the program needs of the ORSP. Complies financial information used to formulate budget proposals and monitors expenditures to ensure operating efficiency. Reviews and answers correspondence relating to ORSP. Interprets University administrative directives, policies, and procedures, especially in regards to external grants/funding to ensure consistent compliance. Provides information, assistance, and clarifications to grant writers and interested parties concerning ORSP programs, policies, and procedures. Assists supervisor by maintaining leave records, appointment calendar, and prioritizing incoming correspondence. Prepares logistics for meetings, conferences, and events in support of ORSP. Performs other duties as 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. Must have knowledge of computers and software applications; must have ability to professionally prepare, present, review, and edit oral and written information and reports. Must be available for flex-time to support a fast-paced product-driven office environment.

SALARY-Grade C112 -State Classification System

APPLICATION PROCESS: Applicant must submit an application (forms are available on the UAPB website), resume, official transcripts, and three letters of recommendation by the filing deadline:

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

Filing Deadline: September 1, 2015

“The University of Arkansas at Pine Bluff is an Equal Employment/Affirmative Action Employer and full participation by women and minorities is encouraged.”

“E-Verify Employer”

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