Administrative Analyst

The Administrative Analyst reports to the Dean of the School of Arts and Sciences and provides support to the Dean of the School of Arts and Sciences and the professional staff.

**Duties and Responsibilities:** provides assistance and provides information to the Vice Chancellor, Department Chairs and other administrative personnel; assists in the development of project goals and objectives and in researching and providing materials for reports and projects; assists in implementing department operations, policies and procedures, program reviews and assessments, organizing meetings/workshops, preparing materials for departmental meetings, and in coordination of day-to-day functions of the office in the absence of the Dean; makes travel arrangements and prepares travel documents, manages office supply and equipment inventory, and monitors building and repairs; composes correspondence and responses to inquiries and interprets administrative directives, policies and procedures; prepares requisitions and various administrative forms; assists students with complaints and concerns and provides possible solutions; oversees the work of work-study students; takes dictation and transcribes; performs receptionist duties; maintains a high level of confidentiality; and performs other duties as needed or assigned.

**Minimum Qualifications:** The formal education equivalent of a bachelor's degree in public administration, general business, or a related field. Must have knowledge of planning, research, and analysis techniques and procedures and knowledge of department operations, policies, and procedures; ability to research and prepare reports; and ability to organize meetings.

**SALARY:** Grade-C115-State Pay Plan

**Applications Process:** Submit an application and resume with the name, address and telephone numbers of three references and transcript to:

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

**DEADLINE FOR APPLICATIONS:** Open until a suitable candidate is selected.

Applications accepted Monday thru Friday from 9:00 a.m. to 4:00 p.m.

“UAPB is an Equal Opportunity/Affirmative Action Employer/E-Verify Employer”

07/28/16