



POSITION ANNOUNCEMENT
Administrative Specialist I-Educational Resource Center
(Non-Classified Position, Full-Time, De Queen Campus)

Reporting to the Director of Educational Resources, this position is responsible for handling the reception and phone area, day-to-day Educational Resource Center operations, the library and textbook rental circulation system and general office or clerical duties that are moderately complex including greeting patrons and maintaining traffic, tutoring, enrollment, and library reports.

RESPONSIBILITIES:

- Provide user support for databases across multiple campuses and manage textbook inventory.
- Catalog and classify library resources, generate statistical reports, and liaise with other campus ERCs.
- Assist the director, maintain phone messages, and provide tutoring support as needed
- Promote ERC resources through presentations and oversee archives and newspaper and periodical orders
- Schedule tutoring appointments, maintain records, and assist with enrollment reports
- Perform general office duties and maintain purchase orders and files
- Other duties as assigned

REQUIREMENTS:

- High School diploma or equivalent; Associates degree preferred
- Proficiency in Microsoft Office (Word & Excel) and excellent technical skills
- Strong written and verbal communication skills
- Ability to work independently, maintain confidentiality, and prioritize tasks
- Outgoing, friendly, self-motivated, professional, and adaptable with excellent time management skills
- Must be able to lift 25 pounds and travel between campuses

ANNUAL SALARY

\$24,413 annually, combined with an excellent benefits package consisting of health, dental, life, long and short-term disability insurances, a retirement plan with employer matching contributions, paid sick leave, and educational assistance.

DEADLINE FOR APPLICATIONS

Wednesday, May 15, 2024

All applications must include a cover letter, an updated resume, and college transcripts. Applications received without the required documents will be incomplete and will not be considered for the position.

FOR OUTSIDE APPLICANTS TO APPLY

Go to <https://www.cccua.edu/jobs>, click the “View Available Jobs-External Applicants” link. Find Job Requisition **R050056061**, then click the blue “Apply” link at the top of position posting and follow the process.

FOR INTERNAL APPLICANTS TO APPLY FOLLOW THESE STEPS:

1. Log in to Workday
2. Search “Find Jobs” in the search box to view all open positions
3. Once you have submitted and application, click “My Applications” to view the status

Call (870) 584-1104 or 870-584-1164 if you have questions, or email hr@cccua.edu.
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