

SOUTHERN ARKANSAS UNIVERSITY TECH

Position Vacancy Notice

POSITION TITLE: Administrative Specialist II – Fire Academy

DATE POSITION AVAILABLE: immediately

APPLICATION DEADLINE: Applications will be accepted until position is filled.
Deadline for first consideration is June 13, 2019.

JOB DESCRIPTION:

The Administrative Specialist II works under general supervision and is responsible for typing and providing clerical support to supervisory and professional staff. This is a full-time 12-month position and is governed by agency/institutional policy.

Specifically, the job assignment includes but not limited to:

1. Manages the Canadian program to include: contact with the student, mail information, maintain active list, register students and continued public relations.
2. Manage IFSAC and Pro Board to include: certificates and seals for students, manage receipts, work with business office with payment, and manage log for IFSAC numbers.
3. Check prerequisites for classes.
4. Enter and build classes. Print and mail certificates.
5. Performs other duties as required or assigned.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of computers and software applications.
Knowledge of basic record keeping procedures.
Ability to operate standard office equipment.
Ability to communicate and provide information to staff and customers.
Must possess excellent customer services skills.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a high school diploma, plus one year of specialized training in the secretarial field or related training, plus three years' experience in related field applicable to work performed. Background check required.

PREFERRED QUALIFICATIONS:

The formal education equivalent of an Associate's Degree in Office Systems Technology or related field.

SALARY: \$23,412

DATE OF NOTICE: May 29, 2019

APPLICATION PROCEDURE: Application form is available at: www.sautech.edu

INQUIRIES MAY BE MADE TO: SAU Tech Human Resources Office
(870) 574-4481
humanres@sautech.edu



Southern Arkansas University Tech is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, national origin, gender, age, disability, or veteran status. Applicants from qualified women and ethnic minority group members are strongly encouraged.