SOUTHERN ARKANSAS UNIVERSITY TECH
Position Vacancy Notice

POSITION TITLE: Administrative Specialist I – Fire Academy

DATE POSITION AVAILABLE: immediately

APPLICATION DEADLINE: Applications will be accepted until position is filled. Deadline for first consideration is April 22, 2016

JOB DESCRIPTION:
The Administrative Specialist I works under general supervision and is responsible for typing and providing clerical support to supervisory and professional staff. This position is governed by agency/institution policy. This is a full-time 12-month position and is a labor grade C106 on the state pay plan. The position is governed by agency/institutional policy.

Specifically, the job assignment includes but not limited to:
1. Answer incoming call for the Arkansas Fire Training Academy and directs caller to appropriate person; or takes a message and makes sure proper person receives message.
2. Make a class folder for new classes after class request is approved. File applications into folders after pre-req's have been checked.
3. Update pending class report each week. Pull class folders for all completed classes in which paper work has been received.
4. Send out acceptance letters once class has made. Enter (and update) student information into database software one application is received.
5. Handle all video library requests. Issue videos to requesting fire department and keep a log of which video was sent to which department. Send cover letter with the videos to remind the departments when videos are to be returned. Once videos are returned, log in return date in video log.
6. Perform general office duties such as greeting guests.
7. Assist Registrar with printing and mailing of class certificates.
8. Back up Registrar in her absence.
9. Operate office equipment, such as data entry, fax, and copy documents upon request.
10. 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.
Background check required.

SALARY: $18,855

DATE OF NOTICE: April 5, 2016

APPLICATION PROCEDURE: Applications are 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.