SOUTHERN ARKANSAS UNIVERSITY TECH
Position Vacancy Notice

POSITION TITLE: Administrative Specialist II – Registrar’s Office

DATE POSITION AVAILABLE: April 18, 2016

APPLICATION DEADLINE: Applications will be accepted until position is filled. Deadline for first consideration is May 6, 2016.

JOB DESCRIPTION:
The Administrative Specialist II is responsible for providing administrative and clerical support. This position is a labor grade C109 on the state pay plan and is governed by state and federal laws and agency/institutional policy.

Specifically, the job assignment includes but not limited to:

1. Acting as office receptionist by greeting and directing visitors, screening calls, responding to routine questions regarding policy and procedures, providing instructions on the completion of forms, making referrals to other sources of information.
2. Typing and editing forms and documents including, but not limited to: letters, memoranda, reports, and Registrar’s Office forms.
3. Operating office equipment such as network and stand-alone computer, photocopier and fax machine.
4. Assists I entering and updating student data in the computer and performs final audit of student files for required documentation.
5. Assists with data entry and update of enrollment period master schedules in the student information system.
6. Assists in the entering and maintenance of student transfer course work.
7. Assists in the entering and maintenance of non-credit course and student records.
8. Assists in the maintenance of student records, processing of on-credit grades, and issuance of college transcripts.
9. Provides relevant student data for reporting purposes to appropriate college personnel for state and federal agencies.
10. Assists with the Honors Program and Commencement Ceremony.
11. Performs related responsibilities as required or assigned.

KNOWLEDGE, ABILITIES AND SKILLS:
Knowledge of grammar, punctuation, and spelling.
Knowledge of general office procedures and basic record keeping procedures.
Knowledge of computer skills
Ability to operate standard office equipment.
Ability to provide information and assistance to office staff, visitors, and callers.
Ability to proofread and produce highly accurate documents and electronic files.

MINIMUM QUALIFICATIONS:
• The formal education equivalent of a high school diploma, plus two years of experience in a specialized or related area applicable to work performed.
• Background check required.

SALARY: $21,827 annually

DATE OF NOTICE: April 14, 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.