

SOUTHERN ARKANSAS UNIVERSITY TECH

Position Vacancy Notice

POSITION TITLE: Administrative Specialist – Student Services

DATE POSITION AVAILABLE: July 1, 2019

APPLICATION DEADLINE: Applications will be accepted until position is filled.
Deadline for first consideration is June 24, 2019.

JOB DESCRIPTION:

The Administrative Specialist works under general supervision and is responsible for providing administrative and clerical support to the Student Services Department. The position is also responsible for researching, preparing reports, developing and recommending administrative policies and procedures to supervisor in regards to students and athletics. 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. Researching, composing, typing, and editing forms and documents including, but not limited to; letters, memoranda, reports, student calendar, student handbook, and admission forms.
2. Assisting in development and revision of policies and procedures as they relate to the students and athletics.
3. 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 and picking up and delivering mail.
4. Establishing and maintaining various computerized and paper files, recording, logging and retrieving information as needed for reference or to compile statistical data and reports.
5. Operating office equipment, such as network and stand-alone microcomputers, photocopier and fax machine.
6. Scheduling appointments for various Student Services staff members.
7. Maintaining sufficient supplies for the office by conducting physical inventory, ordering and restocking supplies.
8. Scan documents for Student Services as needed.
9. Performs related responsibilities 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. All SAU Tech faculty and staff demonstrate a commitment to inclusion and diversity of the College community and excellence in interpersonal behaviors and effective collaboration with colleagues. Joining the SAU Tech family requires a commitment to our Culture of Continuous Quality Improvement. Background check required.

PREFERRED QUALIFICATIONS:

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

SALARY: Commensurate with education and experience

DATE OF NOTICE: June 5, 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.