

**Administrative Specialist I – Communication and Theatre Arts – Mathematics, Computer Science, & Statistics**

**\$11.18 per hour**

**40 hours per week**

**Applications will be accepted until 5:00 p.m. on August 10, 2021, in the Office of Human Resources, Womack 209 or may be emailed to [humanresources@hsu.edu](mailto:humanresources@hsu.edu).**

Henderson State University is currently seeking qualified applicants for the position of Administrative Specialist I; the position will be split equally between the Department of Communication and Theatre Arts and the Department of Mathematics, Computer Science, and Statistics. The person selected for this position will act as office receptionist by greeting and directing visitors, screening calls, and providing general information and assistance; retrieving, opening, and distributing departmental mail; and performing other duties as assigned or deemed necessary. The preferred candidate will possess a welcoming personality, a spirit of cooperation and self motivation, knowledge of grammar, punctuation, spelling, basic math skills, general office procedures, and operation of standard office equipment and computers. This position has regular contact with department staff, students, alumni, and the general public. Candidates must possess the formal equivalent of a high school diploma, plus one year of clerical experience. Other job-related education and/or experience may be substituted for all or part of these basic requirements.

EXAMPLES OF WORK

1. Act as office receptionist, greeting and directing visitors, screening calls
2. Act as contact for all administrative departments on campus, registrar, business, payroll
3. Manage (prints, gathers signatures, deliver to Provost) Monthly Leave Reports for both departments.
4. Order supplies and oversees budgets, transfers, and balances for each department.
5. Assist with travel paperwork and support for faculty and/or student trips
6. Monitor & maintain the buildings copiers, paper, supplies, & service
7. Maintain and administer the card access for Arkansas Hall and Evans Hall.
8. Prepare and submit adjunct and overload contracts
9. Maintain sufficient supplies for each department, ordering, receiving, and restocking
10. Maintain the commons/kitchen spaces for both departments.
11. Proctor exams for faculty as needed
12. Supervise student workers and maintain their paperwork.
13. Submit work orders for building repair and maintenance to the Physical Plant Department.
14. Serve as a liaison with prospective students to set up visits.
15. (CTA) Assist with Theatre box office sales and reservations.
16. Assist with departmental activities, including student clubs for both departments as well as (CTA) the *Oracle*, Star yearbook, HTV, KSWH, and Reddie e-sports.

**NOTE:**

The applicant selected for this position will be required to submit to a background screening, including criminal background check.

**Henderson State University is an Equal Opportunity Employer/Affirmative Action Employer with a significant commitment to the achievement of excellence and diversity among its faculty, staff, and students.**