



Administrative Specialist II – Department of Military Science Position Description

Salary: \$23,420 Annual

Henderson State University is currently seeking applications for the position of Administrative Specialist II in the Department of Military Science. This position is a joint program with Ouachita Baptist University. The ideal candidate would possess knowledge and skills in the following areas: office management, general office record keeping, gathering of data and information, scheduling appointments and reservations, event planning, database management, financial record keeping, mass mail outs, newsletter production, maintenance of websites and other office/project related duties.

Special Duties:

The Administrative Specialist has frequent contact with employees, alumni, friends, staff, faculty, and students so good internal and external communication skills and a high degree of professionalism are important. Serve as the point of contact and continuity for both the institutional administrative and academic requirements in conjunction with the operation of the Army ROTC Senior Instructor Group at the University. Provide prospective ROTC cadets with information to determine program eligibility and waiver requirements. Monitor cadet performance and academic transcripts to ensure continued compliance with eligibility and commissioning requirements.

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 plus three years of secretarial experience is preferred. Other job-related education and/or experience may be substituted for all or part of these basic requirements.

Application Instructions:

Applicants should submit a cover letter, CV/resume and three professional references with contact information to humanresources@hsu.edu. Applications received by January 3, 2022, will be guaranteed consideration.