

Administrative Specialist III
\$13.15 per hour
40 hours per week

Applications will be accepted, until 5:00 p.m., November 6, in the Office of Human Resources, Womack 209.

At the request of the department, a cover letter must accompany all applications submitted for consideration.

Henderson State University is seeking qualified candidates for the position of Administrative Specialist III in Teachers College. Duties will include, but are not limited to, providing administrative and communication support to the dean as well as to the CAEP and assessment coordinators as needed; providing research/information assistance; preparing correspondence and visual slides; coordinating and assisting with special meetings, events, and office activities; recording minutes of meetings; arranging for travel, supplies and services; and processing invoices and reconciling accounts. Additional duties include assisting with the facilitation of the Partners in Education group and coordinating activities and operations across Teachers College departments and centers, including assisting with the activities within the former multimedia center.

A successful candidate will possess organizational skills along with strong oral and written communications skills. The candidate will demonstrate experience with Microsoft Word, Excel, and social media. The candidate must be willing to learn how to use basic Google applications, virtual meeting platforms, and other technology as needed.

Minimum qualifications: the formal education equivalent of an associate's degree, plus three years' experience in office management or a related position. Other job-related education and/or experience may be substituted for all or part of these requirements.

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.