

Administrative Specialist III - Disability Resource Center  
\$14.42 per hour  
40 hours per week

**Applications will be accepted until 5:00 p.m. on April 30, 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 applications for the position of Administrative Specialist III in the Disability Resource Center (Student Support Services Disability SSSD).

**Job Duties:**

- Responsible for student alternative print production, adaptive testing scheduling, equipment loan program, clerical and office management functions, including computer programs, filing, answering questions, general office record keeping, database management, financial record keeping, mass mail-outs, and other related duties.
- Gathers data, inputs data in a timely manner and prepares reports and summaries. Responsible for generating electronic report(s) for the U.S. Department of Education.
- Assists director with the purchasing of supplies and equipment; reconciles departmental budget with HSU business office along with preparing a variety of status reports on accounts, both electronic and paper.
- Maintains and updates departmental website.
- Acts as a resource person for the computer lab, trains student help in use of software programs and equipment, and assists with the production of alternative print formats (e.g. Braille, electronic, large print, audio).
- Responsible for additional duties as assigned by the Assistant Director.

**Educational Requirements:**

High school diploma; preference associate or bachelor's degree and/or experienced office manager.

**Experience Requirements:**

Two years' experience in office management or bookkeeping fields. Computer literate with knowledge of a variety of software programs. Experience in working with a diverse student population.