

ADMISSIONS ADMINISTRATIVE III ASSISTANT
Department of Admissions
Division of Student Affairs and Student Success

JOB DESCRIPTION: Henderson State University invites applications for the position of **Admissions Administrative Assistant III**. The Department of Admissions seeks an individual to serve in a customer service, administrative and informational role with prospective students, their parents and all guests of the university. The **Administrative Assistant III** will help manage the university central phone line, general admissions email, provide front desk support with phone and email coverage to our prospective students and their families and assist them with frequently asked questions. This individual also assists with various tasks and duties related to undergraduate admission applications and events. This individual will also assist with processing, indexing, printing, scanning and mailing for the Office of Admissions.

QUALIFICATIONS: 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. In pursuit of this commitment, the successful candidate will need excellent customer service skills, interpersonal communication skills, excellent oral and written communication skills, excellent organization skills and the ability to prioritize and manage multiple tasks simultaneously with minimal supervision; and be proficient in operating both the university central phone line, university student information system and CRM for the admissions office. At minimum, the candidate must have two years of administrative support experience or educational equivalent is required; a bachelor's degree is preferred. Experience in the higher education environment is highly desirable.

SALARY: \$25,773

THE UNIVERSITY: Henderson is located in Arkadelphia, a charming, family-centered community of 11,000 residents situated one hour south of Little Rock. Nestled in the foothills of the Ouachita Mountains, the community is home to two universities, a strong public school system, a thriving medical community, two recreational rivers, the iconic Lake DeGray, and is approximately 30 miles from historic Hot Springs National Park, one of the great American treasures.

APPLICATION: Must include a cover letter; resume'; unofficial transcript(s); and the names, addresses, and telephone numbers of three current references. Send all required application materials electronically, in PDF format, to, garzak@hsu.edu. All files must be submitted via email.

The final applicant for this position will be required to submit to a background screening including a criminal background check pursuant to university policy. The final candidate must also provide official transcripts to Human Resources. Under the provisions of Arkansas' Freedom of Information Act, applications are subject to public inspection upon written request. Position posting is open until filled.