



Position Announcement

TRiO Upward Bound Administrative Specialist III

- Position:** TRiO Upward Bound (UB) Administrative Specialist III
12 months located at the Hot Springs, AR office
- Job Description:** The Administrative Specialist III is responsible for coordinating Upward Bound office activities, preparing special reports, recording and distributing student stipends, creating purchase orders and assisting with the Annual Performance Report to the U.S. Department of Education.
- Qualifications:** Must have a minimum of an AA degree in Administrative Office Systems including two-years working experience with database management tracking and reporting systems. Other job-related education and/or experience may be substituted for all or part of these basic requirements, upon approval of the qualifications review committee.
Commitment to and experience working with disadvantaged populations. A minimum of two years' experience in administration, fiscal and student worker supervision, and related programs that serve disadvantaged students.
Basic knowledge of TRIO programs and Upward Bound federal regulations
- Application:** Send a letter of interest, resume, and the names, phone numbers and email addresses of three references to:

Upward Bound Committee Chair
Email: taylorp@hsu.edu
Henderson State University
Arkadelphia, Arkansas 71999-0001 or

DEADLINE FOR SUBMISSION: September 17, 2021

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.

HENDERSON STATE UNIVERSITY IS AN AA/ADA/EOE. WOMEN AND MINORITIES
ARE ENCOURAGED TO APPLY.