



Phillips Community College of the University of Arkansas is seeking qualified applicants for the following position on the Helena-West Helena Campus. This job posting is for a full-time, 12 month provisional position with full college benefits.

**Student Support Services (SSS) Administrative Specialist I
Helena-West Helena Campus
Grade 106**

Essential Job Duties:

- Perform secretarial and office management duties which supports SSS staff and project participants;
- Maintain project's participant files and computer database; and
- Perform other related responsibilities as required.

Qualifications: High school diploma or equivalent required; Associate's degree in business administration or office management preferred. At least one year of administrative support experience in an educational setting is preferred. Must possess software application skills of Word, Access, Excel, etc. Must demonstrate sensitivity to the needs of economically and educationally disadvantaged and disabled students.

Review of applications will begin immediately and will continue until filled. To request an application, visit www.pccua.edu or email ejames@pccua.edu or call (870) 338-6474, extension 1271.

PCCUA is an Equal Opportunity/Affirmative Action Employer

3/9/17