



Phillips Community College of the University of Arkansas is seeking qualified applicants for the following position on the DeWitt Campus. This job posting is for a full-time, 12 month position.

**Administrative Assistant I
Nursing and Public School Relations
DeWitt Campus-C106**

Essential Job Duties:

Responsibilities include performing clerical duties for two departments; maintaining files and records, preparing mail outs, organizing projects, preparing and maintaining budget spreadsheets and purchase order documentation; facilitating nursing testing as needed, and other related duties as assigned.

Qualifications:

Must have a high school diploma or equivalent, Associate's Degree or higher preferred. The candidate possess excellent computer skills, have knowledge of Blackboard, display strong communication and telephone skills; be able to multi-task, understand the need for confidentiality and professionalism, and must be willing to work a flexible schedule to meet college needs if necessary. Candidates should submit a completed PCCUA employment application, three professional letters of reference, and photocopies of transcripts for all post-secondary work as well as certification to Ella James, Personnel Director, PCCUA, P O Box 785, Helena-West Helena, AR 72342. Salary is commensurate with education and experience.

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