



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 Specialist II
DeWitt Campus
C109

Essential Job Duties:

- Receptionist for front desk
- Serve as administrative assistant for DeWitt Vice Chancellor
- Meet, greet and direct students and community visitors
- Answer questions about programs/services
- Operate switchboard
- Facilities manager for campus
- Manage campus calendars
- Complete other duties as assigned.

Qualifications:

Associates Degree preferred. MS office experience and data entry skills required. Good communication, telephone and interpersonal skills a must. Able to multi-task and promote professional atmosphere and image for the college.

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