University of Arkansas at Monticello
Administrative Specialist Pool
Monticello, McGehee, and Crossett

The University of Arkansas at Monticello (UAM) (http://www.uamont.edu/pages/resources/jobs/, with locations in Monticello, Crossett, and McGehee, is seeking applicants for its Administrative Specialist Pool. This includes Administrative Specialist I, Administrative Specialist II, and Administrative Specialist III positions that may become vacant at each location.

Responsibilities: The positions work under general supervision and have various levels of functions and responsibilities for providing administrative and office support to supervisory and professional staff.

Qualifications: Minimum qualifications include a formal education equivalent of a high school diploma for each position. Administrative Specialist II requires two years of experience in a specialized or related area applicable to work performed. Administrative Specialist III requires one year of specialized training in business management, business education, or a related field; plus three years of experience in specialized or a related field applicable to work performed. With proper approval, other job related education and/or experience may be substituted for all or part of these basic requirements.

Salary: Administrative Specialist I is a Grade C106 with entry level of $18,855
Administrative Specialist II is a Grade C109 with entry level of $21,827
Administrative Specialist III is a Grade C112 with entry level of $25,268

Application Process: Interested parties may obtain a UAM application at one of the three campus locations or from the above web address:

UAM Personnel Office, Sorrells Hall, Room 200, Monticello
UAM College of Technology-Crossett, 1326 Highway 52 West, Crossett
UAM College of Technology-McGehee, 1609 East Ash (Highway 1), McGehee

All completed applications are to be submitted to the University’s Personnel Office, Sorrells Hall, Room 200, P.O. Box 3597, Monticello, AR 71656.

Applications are retained in the pool for a period of ninety (90) days. Available positions remain open until filled. UAM is an Affirmative Action/Equal Opportunity Employer and is subject to FOI requests.