



ADE
Human Resources – Room 204B
4 Capitol Mall
Little Rock, AR 72201
(501) 682-4210

Vacancy Announcement

May 13, 2008

ADMINISTRATIVE ASSISTANT II

2208-2879

Grade 17

Teacher Quality

Closing Date: May 27, 2008

Position will be closed after ten working days from date of listing or until filled.
Application review will begin on May 28, 2008.

DUTIES:

This position will provide support to the Teacher Recruitment and Non-Traditional Licensure Program Advisors. Included in the job duties will be to disseminate information, respond to telephone and email correspondence, attend teacher job fairs for recruitment purposes, assist with data gathering, entry, and analysis; interact regularly with Arkansas colleges and universities for teacher recruitment purposes; assist with reports and presentations; and serve as an actively engaged team member in the Office of Teacher Quality. In-state and limited out-of-state travel may be required.

SPECIAL REQUIREMENTS:

Successful candidate should possess the formal education equivalent of a bachelor's degree and have experience in recruitment, education, business, or sales environment; skills should include public speaking ability and working knowledge of Microsoft Word, Excel, PowerPoint and Access. Candidates with experience as a recruiter or in a recruitment environment are preferred.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

Office of Personnel Management Minimum Qualifications:

The formal education equivalent of a bachelor's degree in business administration, office administration, or related field; plus one year of experience in specialized or a related field applicable to work performed; or the formal education equivalent of a high school diploma; plus one year of specialized training in business management, business education, or a related field; plus five years of experience in specialized or a related field applicable to work performed. 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.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources, Room 204B, 4 Capitol Mall, Little Rock, Arkansas 72201, (501) 682-4211. **Visit our website at <http://www.arstatejobs.com> or ArkansasEd.org.** To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.