



POSITION VACANCY ANNOUNCEMENT – INTERNAL APPLICANTS ONLY

October 14, 2009

Closing Date: October 20, 2009

(Position will close after five working days from date of listing or until filled.
Application review will begin on October 21, 2009).

Title: STUDENT APPLICATIONS SPECIALIST

Position Number: 2208-2716

Grade: C116

Arkansas Public School Computer Network

DUTIES:

Provide senior level technical and professional services to all public school districts, charter schools, educational services cooperatives, and several other state supported entities, that use the comprehensive Financial and/or Student Management System provided by the State of Arkansas. Also provide the same level of services to all districts during the nine state mandated electronic reporting cycles, as well as the multi-level data warehouse for creating reports and analyzing data.

SPECIAL REQUIREMENTS:

A general knowledge of the public school system computerized administration processes and procedures; ability to break down complex technical problems to obtain a reasonable solution; excellent communication skills.

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.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a high school diploma, plus three years of experience in admissions, document examination or a related area. Additional requirements determined by the agency for recruiting purposes require review and approval by the office of Personnel management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PENDING HIRING FREEZE APPROVAL

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 Office, Room 204B, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-4211. [Visit our website at Arkansased.org](http://Arkansased.org) or www.arstatejobs.com. 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.