



College of Engineering
Department of Civil Engineering

The Center for Training Transportation Professionals (CTTP) is accepting applications for an Administrative Specialist III. This position is responsible for preparing correspondence, coordinate course materials, maintaining program activity records, supervising office activities, and assisting with course/event facilitation. All duties shall be carried out in a manner that is consistent with both the University of Arkansas and the Arkansas Department of Transportation (ArDOT).

Minimum Qualifications:

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 three years of experience in specialized or a related field applicable to work performed.

The Center for Training Transportation Professionals (CTTP) at the University of Arkansas provides a comprehensive training and certification program for highway agency and contractor personnel performing quality control and quality assurance (QC/QA) testing on pavements and construction materials in the state of Arkansas.

For a complete position announcement and information regarding how to apply, visit <http://jobs.uark.edu/postings/21514>

The University of Arkansas is an equal opportunity, affirmative action institution. The university welcomes applications without regard to age, race/color, gender (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, sexual orientation or gender identity. Persons must have proof of legal authority to work in the United States on the first day of employment. All applicant information is subject to public disclosure under the Arkansas Freedom of Information Act.