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College of Engineering
Department of Civil Engineering

The Department of Civil Engineering is accepting applications for an Administrative Specialist III. This position is the first point of contact and provides administrative support for the department. The primary job duties include purchasing, assisting faculty with special projects, assisting Fiscal Support Supervisor in processing travel authorizations, travel reimbursements and approval of T-Cards.

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.

For a complete position announcement and information regarding how to apply, visit <http://jobs.uark.edu/postings/18601>.

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.