



**DIVISION OF ELEMENTARY  
& SECONDARY EDUCATION**

Four Capitol Mall  
Room 106A  
Little Rock, Arkansas 72201-1019  
501-682-2744

**Requisition ID – 21026**

**ADMINISTRATIVE SPECIALIST III**

**Date: July 29, 2022**

**Position Number: 2208-2808**

**County: Pulaski**

**Posting End Date: July 29, 2022**

**Child Nutrition**

**Join the Arkansas Department of Education where each student is recognized as an individual. Through a cultivation of world-class educators, partnering with communities, and an influx of social supports, the Arkansas Department of Education provides multi-level supports that help ensure students will receive a personalized education and develop a life-long love of learning.**

**Special Application Information:**

Incomplete applications will not be considered. List current/most recent job first. Account for all time periods including unemployment, self-employment, and military service. A resume may be attached to your required online application form; however, it may not be used as a substitute for completing any part of our application package. 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).

**Duties:**

The Child Nutrition Unit is seeking a team member to work with Program Operations. The right candidate will be able to multitask taking on the organization role for all Area Specialists. This position will also support program operations related to Food Service Management Companies and Charter schools. Duties include, but are not limited to, phone communications, letter formatting, program tracking, filing, and email communication. Skills with Microsoft Outlook, Excel, Word, Access and Google Docs are essential to the role of this position.

**To apply for this position click open the link: [Administrative Specialist III](#)  
or visit the ARCareers website at: <https://arcareers.arkansas.gov/>.**