



**DIVISION OF ELEMENTARY
& SECONDARY EDUCATION**

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

Requisition ID – 21266

ADMINISTRATIVE SPECIALIST III

Date: July 27, 2022

Position Number: 2208-2867

County: Pulaski

Posting End Date: August 9, 2022

Educator Licensure

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:

Duties include but are not limited to: answering and directing phone calls from current and future educators, universities, and public/public charter schools; opening, scanning, and distributing mail to the licensure office; assisting with the background check process. Performs data entry and website updates and general office duties.

Preferred Qualifications:

The successful applicant must pass a non-criminal background check. Hold a high school diploma, bachelor's degree preferred. Experience in a public/public charter school, university, or DESE preferred.

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