



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 112B
Little Rock, Arkansas 72201-1019
501-682-4211

POSITION VACANCY ANNOUNCEMENT

January 25, 2012

Closing Date: January 31, 2012

(Position will close after five working days from date of listing or until filled.
Application review will begin on February 1, 2012).

Title: STUDENT APPLICATIONS SPECIALIST

Position Number: 2208-2714

Grade: C116

Arkansas Public School Computer Network (APSCN)

DUTIES:

This position will provide second level help desk support and technical assistance to school districts in using an automated financial management system and the Cognos Data Warehouse; log all steps to solving issues into the service desk software; intensive analytical research to resolve end user financial accounting issues and close help tickets; assist with testing software upgrades and preparation of updating training documentation; and perform other duties as assigned.

SPECIAL REQUIREMENTS:

The formal education equivalent of a bachelor's degree in accounting; require excellent computer skills, advanced skills in using Excel spreadsheets; knowledge of finance and fund accounting and ability to multi-task several projects.

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 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.

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 112B, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-4211. Visit our website at ArkansasEd.org or <http://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.