Title: Project Coordinator, Office of the Dean

Institution: University of Arkansas Clinton School of Public Service

Location: Little Rock, Arkansas

Website: http://www.clintonschool.uasys.edu/

To apply submit a letter of application and resume to Jonathan Dunkley at jdunkley@clintonschool.uasys.edu.

The University of Arkansas Clinton School of Public Service promotes a vision of world leaders who work with others to build healthy, engaged and vibrant communities. The school’s mission is to educate and prepare individuals for public service careers that incorporate a strategic vision, an authentic voice and a commitment to the common good.

The Project Coordinator is responsible for coordinating office activities at Sturgis Hall including:

- Providing oversight for inventory and ordering of supplies for all departments;
- Assisting Director of Public Program Department, including planning and coordinating receptions.
- Assisting Director of International Programs
- Assisting faculty as needed
- Supervising Clinton School Volunteers, coordinating scheduling with Volunteer Services Manager & Asst. Services Manager;
- Coordinating and scheduling the operations of vendors as it pertains to the maintenance of equipment in both the faculty & administrative areas (i.e. postage meter, copiers, fax machine, etc.)
- Researching newspapers and other print and online material for relevant articles and maintains archival records of the school;
- Maintaining record of journals, newspapers and periodicals for school library
- Answering telephone;
- Preparing correspondence;
- Preparing computer-based mailing lists and reports;
- Performing related responsibilities as required or assigned;

**Working Relationships:** Deans/Faculty/Staff/Students of the Clinton School; guests and visitors; and the general public.

**Knowledge, Abilities and Skills:** Excellent written and verbal communication skills; computer skills
Minimum Qualifications: College degree or five years of related experience.

Salary: Commensurate with experience

The University of Arkansas Clinton School of Public Service is an Affirmative Action/Equal Opportunity Employer. The University welcomes applications without regard to age, race, 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.