

**Crowley's Ridge Educational Service Cooperative
Is currently accepting applications for the
following position:
Administrative Assistant**

The Administrative Assistant position at Crowley's Ridge Educational Service Cooperative is a twelve-month position with health insurance & Arkansas Teacher Retirement benefits. The position requires a high school diploma with the ability to pass a State & Federal background check. The CRESC Administrative Assistant position also includes but is not limited to the following.

Preferred Qualifications:

- Administrative Assistant job experience is preferred
- A high school diploma is required
- A college Associates Degree or higher is preferred, but extensive experience and/or other training may be considered in lieu of a college degree
- Technology skills are essential and will include the use of Word, Excel, Google Applications, and other cooperative specific software
- Positive team orientation with a strong service mindset is essential

Responsibilities include but are not limited to:

- Answering a multi-line phone system as needed
- Completing correspondence
- Assisting with organization of workshops/events
- Maintaining accurate records related to staff development
- Working with administration and teachers
- Compiling data for reporting
- Completing other duties related to the overall operation of the CRESC Cooperative

Salary is based on the CRESC Salary Schedule.

Interested parties should submit an application (found on the CRESC website under the CRESC Employment Opportunities) to Cathy Murrell at cmurrell@crmail.k12.ar.us. The Crowley's Ridge Educational Service Cooperative is an equal opportunity employer.

Serving Public Schools in:

Craighead County: Bay, Brookland, Buffalo Island Central, Jonesboro, Nettleton, Riverside, Valley View - **Crittenden County:** Earle, Marion - **Cross County:** Cross County, Wynne - **Jackson County:** Newport - **Mississippi County:** Armorel, Blytheville, Gosnell, Manila, Osceola, Rivercrest - **Poinsett County:** East Poinsett County, Harrisburg, Marked Tree, Trumann

"AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER"