

(2) Administrative Specialist II Positions

Crowley's Ridge Technical Institute is currently accepting applications for (2) Administrative Specialist II Positions.

JOB DUTIES:

Perform general secretarial duties, type letters, memorandums and reports; operate computer; act as receptionist; answer telephone; operate office equipment; assist administrative staff.

MINIMUM REQUIREMENTS:

The formal education equivalent of a high school diploma; plus two years of experience in a specialized or related area applicable to work performed.

Requires proficiency in Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Outlook and Microsoft Publisher.

All applicants must submit a state application to:

Crowley's Ridge Technical Institute
P.O. Box 925
Forrest City, AR 72336

Physical address:

Crowley's Ridge Technical Institute
1620 Newcastle Road
Forrest City, AR 72335

Applications are available at the Department of Workforce Services or Crowley's Ridge Technical Institute.

Apply online at: www.crti.tec.ar.us fillable applications are available on the website under Employment Application on the left side of the website or [Click here for application](#). You must have Adobe Acrobat Reader installed in order to fill out the application. Save application and email it as an attachment.

The application and any required materials may be e-mailed to Christine Haggans: chris@crti.tec.ar.us or fax to 870-633-9328.

Crowley's Ridge Technical Institute is an Affirmative Action/Equal Opportunity Employer.

Closing Date: Job will be open until filled.

(2) Part-Time General Adult Education Instructors

Crowley's Ridge Technical Institute is currently accepting applications for (2) Part-Time General Adult Education Instructors.

JOB DUTIES:

Instruct student in adult education classes from level 0 to 12.9. Administer student assessment test; prepare lesson plans. Some of the classes may be in the evening and/or off campus in business/industry facilities. Other duties as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS:

Have knowledge of the principles and practices of the education level being taught. Have knowledge of the functions, operations, and/or maintenance of various equipment used in the classroom. Ability to instruct students in general adult education. Ability to evaluate student performance and measure progress. Ability to develop or revise adult education curriculum. Ability to prepare lesson plans and contextual instruction aides. Ability to make oral and written presentations. Ability to work in Word, Excel, PowerPoint, and publication software. Skills test will be administered.

MINIMUM REQUIREMENTS:

Formal education of a Bachelor's Degree and hold a current Arkansas Department of Education Teacher's License PLUS two years' experience in the teaching field.

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