

**CRIMINAL JUSTICE INSTITUTE
UNIVERSITY OF ARKANSAS SYSTEM**

EDUCATION AND TRAINING CENTER (ETC) PROGRAM ASSISTANT

Job Description: The Criminal Justice Institute, University of Arkansas System, is seeking qualified applicants for a Program Assistant position in its Education and Training Center to assist in the implementation of programs, projects, education, training, and administrative tasks associated with project activities. The individual in this position will provide general office support and assistance in the management of course offerings, records, and student enrollment.

Duties: Assists in coordinating all law enforcement management and supervision courses, distinguished programs, and other ETC courses as assigned. Maintains course records and files all appropriate administrative paperwork. Prepares and distributes course flyers and announcements, invitation letters, completes course checklist, course verification forms and class rosters, maintains spreadsheets and other documents necessary for class management. Provides logistical support for program activities to ensure the effective delivery of training to include coordinating with the hosting law enforcement agency officials, ordering supplies, preparing classroom materials, classroom and audio-visual setup, catering, contracts, and travel arrangements. Registers students for courses, manages enrollment records, and enters examination results and evaluation results into student database system. Reviews all program course material, invoices, expense reports, and post-class forms to ensure accuracy and completeness. Performs standard clerical duties to include assisting in the preparation of various reports, filing, maintaining master calendar, answering telephones, and assisting visitors.

Qualifications: Bachelor's degree or equivalent combination of education and experience. Knowledge of the criminal justice field through education and/or experience. Two or more years of job-related experience. Proficient with Microsoft Office products; Excel, Word, PowerPoint, and Outlook. 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 Director. Occasional statewide travel is required.

Salary: Mid to high \$20,000s depending on qualifications and experience.

Closing Date: Position will remain open until filled.

To Apply: To apply for this position, submit a Criminal Justice Institute application (available at www.cji.edu), résumé, and names and address of three professional references to: Criminal Justice Institute, Attention: Human Resources, 26 Corporate Hill Drive, Little Rock, AR 72205.

The Criminal Justice Institute is an Affirmative Action/Equal Opportunity Employer.