

Arkansas 529 Administrative Assistant **Official Job Description**

Job Description:

Performs support activities for the Director of 529 and Financial Education. Performs administrative duties for executive management. Responsibilities may include screening calls; managing calendars; making travel, meeting and event arrangements; preparing reports and financial data; training and supervising other support staff; and customer relations. This is a growing program needing an innovative spirit, energy and someone who is a highly motivated self-starter that can work well both individually with minimal direction and in a team environment.

Job Skill Requirements:

- A college degree is required, with a preference in Business, English or Public Policy
- At least five (5) years administrative experience is required.
- Strong organizational skills with an attention to details.
- Requires strong computer and Internet research skills, flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, outside clients and vendors. Sensitivity to confidential matters may be required.
- Some experience with customer service is a plus.
- Salary range is \$38,000 - \$42,000 based on experience.

Overall Job Expectations:

- 1) **Program Knowledge**
 - Knowledge of IRS section 529
 - Assist in the research of relevant laws, rules, and regulations related to both ABLE and GIFT

- 2) **Clerical duties**
 - Prepare and modify documents including correspondence, reports, drafts, memos and emails
 - Phone calls & messages
 - Maintain electronic and hard copy filing system
 - Database management & data entry
 - Assist with quarterly committee meetings
 - Assist with scheduling, meetings, events, outreaches, exhibits
 - Coordination of 529 office calendar

- 3) **Office Management**
 - Supply room upkeep & organization
 - Monitoring supplies (letterhead, brochures, envelopes, slim-lines, marketing products, etc.) for re-orders & in-stock capacity
 - Exhibit booth supplies & organization

- 4) Public Appearances & Events
 - Availability for 529 outreach events (throughout the week, weekend and evenings as required) including exhibits, booths, conferences, workshops, seminars, social media, community events, games, festivals, fairs, luncheons and dinners
 - Travel as needed to various events across Arkansas
 - Assist in the promotion and growth of the college savings plan within the state of Arkansas
- 5) Coordination with Program Director
 - Communication with AR 529 program managers, vendors, auditors, state contacts and legal counsel as necessary for program/project management
- 6) Other Duties as Assigned
 - The Arkansas 529 College Investing Plan office is a high-energy office with the visionary goal of personally reaching out & communicating to families in all 75 counties in the state while managing an efficient and highly-organized state office. Thus, the AR 529 Team must be high-energy, enthusiastic, positive, flexible, adaptable and diligent in executing the demands and commitments of the office in order to accomplish marketing goals and best serve families in Arkansas 529 College Investing Plans.

Additional Job Information

- Please provide a resume with references.
- A qualified candidate must pass a state and FBI background check.

All resumes must be received in our office by 4:30 pm on July 18, 2017.

Mail to:
Treasurer of State
C/o Kristina Duke
500 Woodlane, Suite 220
Little Rock, AR 72201