

**CRIMINAL JUSTICE INSTITUTE
UNIVERSITY OF ARKANSAS SYSTEM**

Contract and Administrative Services Assistant

- Job Description:** The Contract and Administrative Services Assistant is responsible for processing contracts, concurrent employment paperwork, audits, and various other duties to support Fiscal Services. The Contract and Administrative Services Assistant also assists in the implementation of programs, projects, education, training, and administrative tasks associated with Administrative Services activities by providing general office support and assistance in the management of human resources services.
- Duties:** Reviews all professional services contracts and concurrent employment requests for completeness and accuracy, prepares correspondence related to contract disbursement, submits and tracks concurrent employment requests for approval, and coordinates with CJI staff concerning contracts received and those that are outstanding. Prepares monthly reports of contract status and processes payments for contractors. Enters purchase requisitions for contract instructors in the RazorBuy system. Conducts Fiscal Services audits and presents findings to the Assistant Director for Fiscal Services. Provides assistance with human resource activities to include employment applicant processing, driving record checks, criminal history record checks, address database verification, staff development reporting, tuition discount reporting, employee disclosure reporting, course file audits, and new hire orientation. Assists with recruitment efforts for all exempt and non-exempt personnel and temporary employees. Receives, reviews and responds to resumes submitted to the Criminal Justice Institute, enters applicant information into database, assigns affirmative action numbers, prepares announcements of job openings, schedules hiring interviews, collects and prepares reports on affirmative action data for supervisor and may serve on the hiring interview committee.
- Qualifications:** Required qualifications: Bachelor's degree or equivalent combination of education and experience. Possess a minimum of three years' experience in the area of business administration, accounting, financial management, human resources or a related field. 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 upon approval of the Director of the Criminal Justice Institute.
- Preferred Qualifications:** Prior related experience working in a college or university.
- Salary:** To mid \$30,000s depending on qualifications and experience.
- Closing Date:** This 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.