



Director of Executive Services

The University of Arkansas–East Arkansas Community College (UA-EACC) invites applications for the position of Director of Executive Services. This position serves as a senior-level administrative professional providing strategic, high-level, and confidential executive support to the Chancellor, while also supporting the Vice Chancellor for Academics. The Director of Executive Services plays a pivotal role in advancing institutional priorities through coordination, communication, and execution of critical administrative functions across the College.

This position is responsible for ensuring the efficient operation of the Chancellor’s Office, facilitating executive decision-making processes, and serving as a trusted liaison between senior leadership, the Board of Visitors, faculty, staff, and external stakeholders. The Director must demonstrate exceptional judgment, discretion, and organizational acumen while managing multiple complex priorities in a dynamic environment.

Job Duties/Key Responsibilities

Position duties include but are not limited to:

- Provide executive-level support to the Chancellor, including oversight of complex calendar management, travel coordination, and prioritization of initiatives aligned with institutional goals.
- Serve as a central point of coordination between the Chancellor, Vice Chancellor for Academics, senior leadership, and internal and external stakeholders.
- Lead the development, preparation, and quality assurance of official correspondence, reports, presentations, and briefing materials.
- Coordinate Board of Visitors activities, including preparation and distribution of meeting materials, maintenance of official records, and documentation of proceedings.
- Oversee administrative operations of the Chancellor’s Office, including process improvement, records management, and adherence to institutional policies and procedures.
- Manage and monitor administrative workflows such as purchasing, travel documentation, budget support, and reconciliations, ensuring accuracy, compliance, and timeliness.
- Support institutional events, meetings, and special initiatives led by executive leadership, including those occurring outside standard business hours as needed.

- Exercise independent judgment in handling sensitive and confidential information while maintaining the highest standards of professionalism and integrity.
 - Facilitate cross-functional collaboration and ensure effective communication across departments.
 - Perform additional duties as assigned by the Chancellor and Vice Chancellor for Academics in support of institutional priorities.
- * Maintain a positive demeanor at all times and serve as a champion for the College, its mission, its students, staff, and faculty.

Minimum Education and/or Experience

- Master's degree from an accredited institution.
- Demonstrated experience providing high-level administrative or executive support in a professional setting, preferably in higher education.
- Exceptional organizational, analytical, and problem-solving skills with the ability to manage competing priorities.
- Excellent written, verbal, and interpersonal communication skills.
- Strong attention to detail and commitment to accuracy.
- Ability to maintain strict confidentiality and exercise sound judgment.
- Expertise in Microsoft Office and other relevant technologies.
- Ability to work collaboratively and effectively with multiple constituencies.

Salary: Commiserate upon experience

Please submit an UA-EACC application, cover letter, resume', and transcript(s) to UA-EACC Office of Human Resources, 1700 Newcastle Road, Forrest City, AR 72335 or via email to humanresources@uaeacc.edu. You may access the online application at www.eacc.edu/employment. Review of applications will begin immediately and continue until the position is filled. A background check will be conducted before hiring. **For best consideration, please submit an application by June 9, 2026.**