



POSITION ANNOUNCEMENT EXTENSION
Recruiter/Admissions Advisor
(Non-Classified/Full-Time, De Queen Campus)

Recruiter/Admissions Advisor works under the direct supervision of the Director of Student Services to recruit potential students, assist them in completing the admissions process, share responsibility for campus events, play a crucial role in facilitating student success, and must participate in continued professional development.

RESPONSIBILITIES INCLUDE:

- Engage and build relationships while recruiting at various regional events.
- Track and report on recruitment contacts and manage prospective student caseload.
- Timely, accurate, and confidential data entry of student records and documents.
- Understand and effectively communicate admissions process and academic program information.
- Assist prospective students in the identification of appropriate educational and career goals.
- Collaborate within and across departments to facilitate student success.
- Establish and maintain rapport with students and community.
- Participate in organization and planning of student recruitment and engagement events.

REQUIREMENTS:

- Associate Degree or higher.
- Quickly adaptable in various recruitment and professional settings.
- Ability to work well as part of a team and initiative to work independently with minimal supervision.
- Excellent organizational skills and meticulous attention to detail.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office, primarily Word, Excel, and Outlook
- Welcoming, approachable, and outgoing with positive energy and outstanding customer service skills.
- Regional travel frequently required; statewide travel required during peak recruitment seasons. College vehicle and laptop provided.

ANNUAL SALARY

\$28,633 annually, plus excellent benefits package that includes health, dental, and life insurances, short- and long-term disability insurances, retirement plan with employer matching, paid vacation and sick leave, and educational assistance for employees and their dependents.

All applications must include a cover letter, an updated resume, and copy of unofficial transcripts. Applications received without the required documents will be incomplete and will not be considered for the position.

DEADLINE FOR APPLICATIONS

Friday, April 26, 2024

FOR OUTSIDE APPLICANTS TO APPLY:

Go to www.cccua.edu, click the “ABOUT” link, select “Employment Opportunities”, then click the “View Available Jobs-External Applicants” link. Find Job Requisition **R0042774**, then click the blue “Apply” link at the top of position posting and follow the process.

FOR INTERNAL APPLICANTS TO APPLY FOLLOW THESE STEPS:

1. Log in to Workday
2. Search “Find Jobs” in the search box to view all open positions
3. Once you have submitted and application, click “My Applications” to view the status

Call (870) 584-1104 or 870-584-1164 if you have questions, or email hr@cccua.edu.

UA Cossatot is an EEO/AA/ADA employer.