



POSITION ANNOUNCEMENT
ARNEC LPN-RN Program Proctor
Part-Time/Extra-Help Position - De Queen Campus

This position is responsible for assisting ARNEC nursing students and instructors, monitoring classroom activities, and proctoring examinations in a secure and professional environment. Additional responsibilities include maintaining student attendance records, assisting with classroom technology, communicating with faculty and students, and addressing classroom or testing concerns. The proctor will help maintain a positive learning environment while ensuring confidentiality and compliance with program procedures.

Minimum Qualifications

- High school diploma or equivalent.
- Basic computer and technology skills, including the ability to learn and navigate instructional platforms.
- Effective communication, organizational, and problem-solving skills.
- Ability to follow instructions, maintain confidentiality, and provide a professional and supportive learning environment.
- Dependable and punctual, with availability to work Tuesdays and Thursdays from 3:30 p.m. to 8:30 p.m.
- Must successfully pass criminal background and Child Maltreatment Central Registry checks.

Compensation

\$11.00 per hour; approximately 10 hours per week

All applications must include a cover letter, an updated résumé, and copy of high school diploma or GED. Applications received without the required documents will be considered incomplete and will not be reviewed.

Application Deadline

Friday, October 16, 2026

For External Applicants to Apply

Visit www.cccua.edu, click **About**, select **Employment Opportunities**, then click **View Available Jobs – External Applicants**. Locate **Job Requisition R0092565**, click the blue **Apply** link at the top of the posting, and follow the application process.

For Internal Applicants to Apply

Log in to **Workday**, search **Find Jobs**, after submitting your application, select **My Applications** to view your application status.

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

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*Persons must have proof of legal authority to work in the United States on the first day of employment.

*Application information is subject to public disclosure under the Arkansas Freedom of Information Act.