



183 College Drive • De Queen, AR 71832
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www.cccua.edu

POSITION ANNOUNCEMENT

Adult Education Administrative Specialist I/Intake-Assessment Specialist (Full-Time/Provisional Position, De Queen Campus)

RESPONSIBILITIES INCLUDE:

Working closely with the Director of Adult Education in the day-to-day operations of the department assisting staff, submitting budgets, LACES data entry, creating program reports, and taking minutes for departmental meetings. Duties may also include general office or clerical duties that are moderately complex. Individual must be able to follow set procedures and may be required to exercise independent judgment in carrying out responsibilities.

REQUIREMENTS:

- High School Diploma or GED, Associate preferred
- Must be proficient with Excel, Word, databases, and Internet applications
- Excellent written and verbal communication skills, bilingual preferred
- Must be organized, able to multi-task, and detail oriented

COMPENSATION INCLUDES:

\$ 24,413.00 annually, combined with an excellent benefits package consisting of health, dental, life, long and short-term disability insurances, retirement plan with employer matching contributions, paid annual and sick leave, and educational assistance.

DEADLINE TO APPLY:

Thursday, May 22, 2025

HOW TO APPLY (EXTERNAL APPLICANTS)

Visit www.cccua.edu and navigate to About > Employment Opportunities > View Available Jobs – External Applicants. Locate Job Requisition **R0071218**, then click the blue "Apply" button at the top of the posting to begin your application.

HOW TO APPLY (INTERNAL APPLICANTS):

Log in to Workday>Search “Find Jobs Internal” in the search box to view all open positions>Select the position>Apply.

REQUIRED APPLICATION MATERIALS:

Applicants must submit a cover letter, current resume, copy of high school diploma or GED, or unofficial transcripts. Incomplete applications, those missing any of the required documents, will not be considered for the position.

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

Cossatot Community College of the University of Arkansas (UA Cossatot) is an equal opportunity institution. UA Cossatot does not discriminate in its education programs or activities (including in admission and employment) on the basis of any category or status protected by law, including age, race, color, national origin, disability, religion, protected veteran status, military service, genetic information, sex, sexual orientation, or pregnancy. Questions or concerns about the application of Title IX, which prohibits discrimination on the basis of sex, may be sent to UA Cossatot's Title IX Coordinator and to the U.S. Department of Education Office for Civil Rights.

*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.