



183 College Drive • De Queen, AR 71832
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POSITION ANNOUNCEMENT
Administrative Specialist III-Student Services
(Full-Time/Non-Classified Position, De Queen Campus)

The Administrative Specialist III works under the supervision of the Director of Student Services and provides essential support for enrollment management and student record administration. This position is responsible for accurately entering, maintaining, and monitoring student information across multiple systems while delivering high-quality customer service to both internal and external stakeholders. The role supports institutional effectiveness and compliance with accreditation standards by ensuring the integrity, accuracy, and accessibility of student records throughout the admissions and enrollment lifecycle.

Responsibilities Include:

- Supporting enrollment management by facilitating completion of the admissions process through verification of requirements, review of applicant documentation, and creation of student prospect records in Workday as needed.
- Preparing and distributing admissions-related correspondence and recruitment materials, including acceptance letters and information packets.
- Maintaining accurate and up-to-date student records by processing routine information updates, entering attendance records, applying transcript holds per NSLDS notifications, and uploading Encoura ACT records.
- Assisting with student record integrity by submitting transcript evaluation requests, reviewing and reconciling records transitioned into Workday, and transferring student documents from Docubase into Workday.
- Serving as backup support for diploma pickup when the Registrar is unavailable.
- Providing data entry and record accuracy support to Admissions, Institutional Research, Financial Aid, and the Registrar's Office as needed.
- Delivering responsive, professional customer service to students, staff, and external stakeholders while supporting institutional compliance and accreditation requirements.

Minimum Qualifications:

- High School Diploma or GED required; Associate degree preferred.
- Demonstrated ability to accurately enter, maintain, and review data across multiple information systems.
- Strong organizational skills with exceptional attention to detail and accuracy.
- Ability to provide professional, courteous customer service to internal and external stakeholders.
- Ability to manage multiple tasks, prioritize work, and meet deadlines in a fast-paced environment.
- Proficiency with standard office software and the ability to learn institutional systems (e.g., Workday, student information systems).
- Ability to successfully pass a nationwide criminal background check and the Arkansas Child Maltreatment Central Registry check.

COMPENSATION:

\$26,500 annual salary; plus, an excellent benefits package featuring health, dental, life, and disability insurance (short- and long-term), employer-matched retirement plan, paid sick leave, and educational assistance.

DEADLINE FOR APPLICATIONS:

Friday, January 9, 2026

HOW TO APPLY (EXTERNAL APPLICANTS)

Visit www.cccua.edu and navigate to About > Employment Opportunities > View Available Jobs – External Applicants. Locate Job Requisition **R0080393**, 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, and copy of high school diploma or GED, or college 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

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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.