



POSITION ANNOUNCEMENT

Adult Education Instructor (Part-Time)

(Part-Time Faculty Position, Nashville Campus)

RESPONSIBILITIES INCLUDE:

The instructor will be responsible for teaching courses in an educational setting and developing and updating individual learning plans for students. Responsibilities include conducting structured classes or one-on-one instruction, organizing and leading student field trips, incorporating instructional aids and educational media, and coordinating guest speakers or special demonstrations to enhance the curriculum. The instructor will provide individualized instruction as needed, maintain accurate student records (including attendance, assessments, progression, and achievements), and advise students on both short- and long-term educational goals. Additional duties include student recruitment and retention, as well as participation in annual professional development activities, with a minimum requirement of 18 hours for part-time instructors. Classes are held three days per week.

REQUIREMENTS:

- Bachelor's degree
- Valid Arkansas Teaching License
- Must be friendly, approachable, and possess a strong desire to teach
- Must be able to pass criminal background check and Child Maltreatment Registry check

HOURS AND PAY RATE:

\$22 per hour; approximately 20 hours per week

DEADLINE FOR APPLICATIONS:

Friday, December 5, 2025

HOW TO APPLY (EXTERNAL APPLICANTS)

Visit www.cccua.edu and navigate to About > Employment Opportunities > View Available Jobs – External Applicants. Locate Job Requisition **R0079297** 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, unofficial transcripts (official transcripts will be required if hired), and proof of current teaching licensure. 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.