



1411 N Constitution Avenue • Ashdown, AR 71822
870.584.4471 • 800.844.4471 • www.cccua.edu

POSITION ANNOUNCEMENT

Ashdown Campus Assistant-Evenings

(Extra-Help Position/Part-Time/Ashdown Campus)

This part-time position is responsible for providing general customer service support to students, staff, and visitors during evening hours at the Ashdown Campus. Primary duties include preparing mail, assisting with room and event setup, and performing light-duty cleaning as needed.

POSITION REQUIREMENTS:

- High School Diploma or GED
- Ability and motivation to work independently
- Ability to lift 30 pounds unassisted
- Must successfully pass a criminal background check and Child Maltreatment Registry screening

COMPENSATION & HOURS:

- \$11.00 per hour
- Maximum of 24 hours per week
- Schedule: Monday through Thursday, 3:00 PM – 9:00 PM

DEADLINE FOR SUBMITTING APPLICATIONS:

Tuesday, October 7, 2025

HOW TO APPLY:

- External Applicants:
Visit www.cccua.edu and navigate to About > Employment Opportunities > View Available Jobs – External Applicants. Locate Job Requisition R0077642, then click the blue “Apply” button at the top of the posting to begin your application.
- Internal Applicants:
Log in to Workday, search “Find Jobs Internal”, select the position, and click Apply.

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.