



POSITION ANNOUNCEMENT
Career Services Coordinator
(Non-Classified Position / Full-Time / De Queen Campus)

Position Summary

The Career Services Coordinator supports student success by providing career development and workforce-readiness services, connecting students with employment and work-based learning opportunities, and building relationships with employers and community partners. The position also supports college recruitment and outreach by representing UA Cossatot throughout the service area and providing prospective students with information about college programs and services.

Duties and Responsibilities

- Provide career services to students, including career exploration, job-search assistance, applications, interviewing, and preparation for employment.
- Connect students with employment, internships, work-based learning, and other career-related opportunities.
- Develop and deliver career-readiness and professional skills training, including communication, teamwork, leadership, customer service, workplace expectations, time management, and conflict resolution.
- Build and maintain relationships with employers, businesses, industries, and community organizations to identify workforce needs and expand career opportunities for students.
- Support student recruitment and community outreach by representing UA Cossatot at community, industry, career, and college events; coordinating informational and recruitment activities; and providing prospective students with information about college programs, services, admissions, and career opportunities.
- Travel throughout the college service area as needed to conduct employer outreach, recruitment, community engagement, and other Career Services activities.
- Maintain accurate records and documentation related to Career Services, student services, employer outreach, and recruitment activities.
- Perform other related duties as assigned.

Minimum Position Requirements:

- Associate degree from an accredited college or university required; bachelor's degree preferred.
- Experience in career services, workforce development, student services, facilitation, training, or a related field.
- Demonstrated ability to provide training, presentations, or workshops related to career readiness and professional skills.
- Strong interpersonal, communication, organizational, and customer service skills.
- Self-directed and proactive, with the ability to identify opportunities, take initiative, and independently follow through on assigned responsibilities.
- Ability and willingness to travel throughout the college service area and participate in occasional evening or weekend events as needed.

Compensation

\$30,000 annually, plus an excellent benefits package that includes health, dental, and life insurance; short- and long-term disability insurance; a retirement plan with employer matching; paid vacation and sick leave; and educational assistance for employees and their dependents.

Deadline for Application Submissions

Friday, October 9, 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 R0091738**, 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.

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.