



183 College Drive • De Queen, AR 71832  
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**POSITION ANNOUNCEMENT**  
**Financial Aid Specialist**  
**(Full-Time/Non-Classified Position, De Queen Campus)**

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The Financial Aid Specialist is responsible for providing financial aid services to students, including counseling and processing student awards, and assisting students in continuing their education with various funding sources offered through the Office of Financial Aid. This role ensures compliance with all applicable federal and state regulations, as well as institutional policies, related to the administration of student financial aid.

**DUTIES AND RESPONSIBILITIES INCLUDE:**

- Work under the supervision of the Director of Financial Aid
- Meet with and counsel students regarding financial aid and available scholarships
- Data entry regarding financial aid delivery systems
- Verify, package, and award student financial aid
- Read and apply state and federal regulations (including Title IV regulations, FERPA, and other federal and state regs) to daily processes
- Import, analyze, and export financial aid data between multiple software programs

**REQUIREMENTS:**

- The formal education equivalent of an associate degree
- One year of clerical experience
- Strong oral and written communication skills
- Confident public speaker with the ability to present effectively to small groups
- Quick learner with the ability to adapt to various software programs
- Demonstrated ability to provide outstanding customer service and interact positively with the public
- Capable of working independently and collaboratively in a team environment
- Availability of working occasional evenings and weekends
- Ability to travel as required, including occasional overnight and multi-day trips for training and conferences
- Must successfully pass Criminal Background, Sex Offender Registry, and Child Maltreatment Registry checks

**COMPENSATION:**

\$28,000 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:**

Sunday, August 17, 2025

**HOW TO APPLY (EXTERNAL APPLICANTS)**

Visit [www.cccua.edu](http://www.cccua.edu) and navigate to About > Employment Opportunities > View Available Jobs – External Applicants. Locate Job Requisition **R0074939**, 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 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**

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.